

**MONTANA DEPARTMENT OF TRANSPORTATION**

Civil Rights Bureau  
2701 Prospect Avenue  
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Helena, MT 59620-1001

# Affirmative Action Plan

**Including 2007 AAP Accomplishments and  
2008 Goals and Action Items**

***Montana Department of Transportation***



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### **INTRODUCTION**

The Annual Affirmative Action Plan is prepared for the Montana Department of Transportation (MDT) by the Civil Rights Bureau (CRB). The CRB is a bureau of the Human Resources Division, with a direct line of access to the Director and Administrative staff of the Agency.

The Bureau is responsible for:

- ☐ Agency wide Title VI program
- ☐ Agency wide Title VII program
- ☐ Disadvantaged Business Enterprise (DBE) program
- ☐ American with Disabilities Act (ADA) program
- ☐ DBE Supportive Services program
- ☐ Equal Opportunity Employment (EEO) contract compliance
- ☐ Labor Compliance programs

Staff working for the Bureau include:

- ☐ Civil Rights Bureau Chief
- ☐ DBE Program Manager
- ☐ ADA Program Manager
- ☐ DBE Supportive Services Program Manager
- ☐ EEO/Labor Compliance Program Manager
- ☐ Title VI/Labor Compliance Program Manager
- ☐ Compliance Technician

# **POLICIES, PROCEDURES AND ORGANIZATIONAL CHARTS**



STATE ASSURANCE WITH REGARD TO  
EQUAL EMPLOYMENT OPPORTUNITY  
AS REQUIRED BY  
THE FEDERAL-AID HIGHWAY  
ACT OF 1968

Pursuant to the requirements of Section 22(a) of the Federal-Aid Highway Act of 1968, the State of Montana, desiring to avail itself of the benefits of Chapter 1, Title 23, United States Code, and as a condition to obtaining the approval of the Secretary of Transportation of any programs for projects as provided for in Title 23, United States Code, Section 105(a), hereby gives its assurance that employment in connection with all proposed projects approved on or after August 23, 1968, will be provided without regard to race, color, creed or national origin.

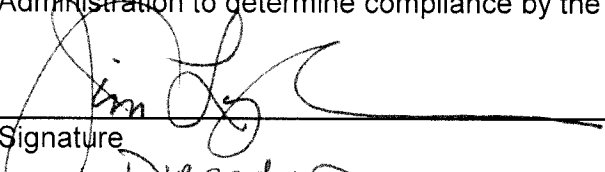

More specifically, and without limiting the above general assurance, the State highway department hereby gives the following specific assurances:

1. The State highway department will establish an Equal Opportunity Program in furtherance of the above General Assurance, which shall include a system to ascertain whether contractors and subcontractors are complying with their equal employment opportunity contract obligations and the degree to which such compliance is producing substantial progress on the various project sites in terms of minority group employment. The State highway department will furnish such information and reports regarding contractor and subcontractor compliance as may be requested by the Federal Highway Administration.
2. The State highway department program shall include effective procedures to assure that discrimination in employment on the grounds of race, color, creed or national origin will not be permitted on any projects and if discrimination exists at the time this assurance is made it will be corrected promptly.
3. The State highway department has appointed an Equal Opportunity Coordinator whose primary duty shall be to administer the State's Equal Employment Opportunity Program as established pursuant to these assurances.
4. The State highway department will, on its own initiative, take affirmative action, including the imposition of contract sanctions and the initiation of appropriate legal proceedings under any applicable State or Federal law to achieve equal employment opportunity on Federal-aid highway projects and will actively cooperate with the Federal Highway Administration in all investigations and enforcement actions undertaken by the Federal Highway Administration.
5. The State highway department will establish and maintain effective liaison with public and private agencies and organizations which are, or should be, involved in equal opportunity programs. Such agencies and organizations include, but are not limited to labor unions, contractor associations, minority group organizations, the U. S. and State Employment Services, the U. S. and State Department of Labor.
6. The State highway department hereby agrees that it will seek the cooperation of unions, contractors, appropriate State agencies and other related organizations in the establishment of skill training programs, and will assure that all persons will have an opportunity to participate in such programs without regard to race, creed, color or national origin.

7. The State highway department hereby agrees that its own employment policies and practices with regard to State highway department employees any part of whose compensation is reimbursed from Federal funds will be without regard to race, color, creed or national origin.

8. The State highway department shall include in the advertised specifications notification of the specific equal employment opportunity responsibilities of the successful bidder as those responsibilities are currently defined and required by the Federal Highway Administration. No requirement or obligation shall be imposed as a condition precedent to the award of a contract for a project unless such requirement or obligation is otherwise lawful and is specifically set forth in the advertised specifications. Procedures for the prequalification of Federal-aid contractors and subcontractors to determine their capability to comply with their equal employment opportunity contract obligations will be issued as a supplement to this interim assurance for implementation by December 1, 1968.

9. The State highway department will obtain and furnish to the Federal Highway Administration such information and reports as may be requested to enable the Federal Highway Administration to determine compliance by the State highway department with this assurance.

  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Title  
3/20/2008  
\_\_\_\_\_  
Date

### **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The Montana Department of Transportation is an equal opportunity employer. No person will be denied employment or otherwise be subject, in any term or condition of employment to discrimination based on sex (including sexual harassment), race, color, creed, religion, national origin, age, disability, marital status or political beliefs.

MDT will take affirmative action to equalize employment opportunities at all levels of Agency operations where there is evidence there have been barriers to employment for those groups of people who have traditionally been denied equal employment opportunity.

All MDT employees are protected from retaliation for lawfully opposing any discriminatory practice, including filing an internal complaint, the filing of a union grievance, and the initiation of an external administrative or legal proceeding or testifying in or participating in any of the above mentioned activities.

### **AMERICANS WITH DISABILITIES ACT POLICY**

The Montana Department of Transportation shall not discriminate against a qualified individual with a disability in regard to job application procedures, hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions and privileges of employment.

## **MDT SEXUAL HARASSMENT POLICY**

**It is the policy** of the State of Montana that all employees have a right to work in an environment free from all forms of discrimination, including sexual harassment.

**It should be understood** that sexual harassment is against the law and the State of Montana is committed to the prevention of all forms of sexual harassment in the work place. In addition, the State of Montana prohibits retaliation against any employee because he or she has made a report of alleged sexual harassment or against any employee, who has testified, assisted, or participated in any manner in an investigation of a report.

**Sexual harassment** is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical and/or visual contact of a sexual nature when:

- Submission is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission or rejection by an employee is used as a basis for employment decisions affecting the employee.
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile or otherwise offensive work environment.

The following are examples of sexual harassment:

- Sexual advances which are unwanted (this may include situations which began as reciprocal attractions, but later ceased to be reciprocal)
- Sexual gestures
- Displaying sexually suggestive objects, pictures, cartoons or posters.
- Verbal abuse of a sexual nature, sexually oriented
- Employment benefits affected in exchange for sexual favors (may include situations where a third party is treated less favorably because others have agreed to sexual advances).
- Physical conduct such as assault, attempted rape, impeding or blocking movement, or touching. Women or men in nontraditional work environments may also be subject to hazing (this may include being dared or asked to perform unsafe work practices).

**You should report sexual harassment as soon as possible after the incident or action occurs. Early reporting is encouraged, because management's ability to investigate and act on reports diminishes with time.**

**If you feel you are being sexually harassed, do not keep it to yourself, take the following steps:**

- Inform the individual that his/her behavior is unwelcome, offensive or inappropriate. Do not assume or hope that the problem will go away.
- If you are unable to confront the harasser or the harassment continues, notify your supervisor, the first level supervisor who is not involved in the alleged harassment, or your department's EEO officer.
- Request a copy of your department's sexual harassment prevention policy. Reporting procedures are included in the policy.
- Keep notes. Keep a record of the dates, times, places, witnesses and describe each incident. Save all notes, correspondence or related records in a safe place.

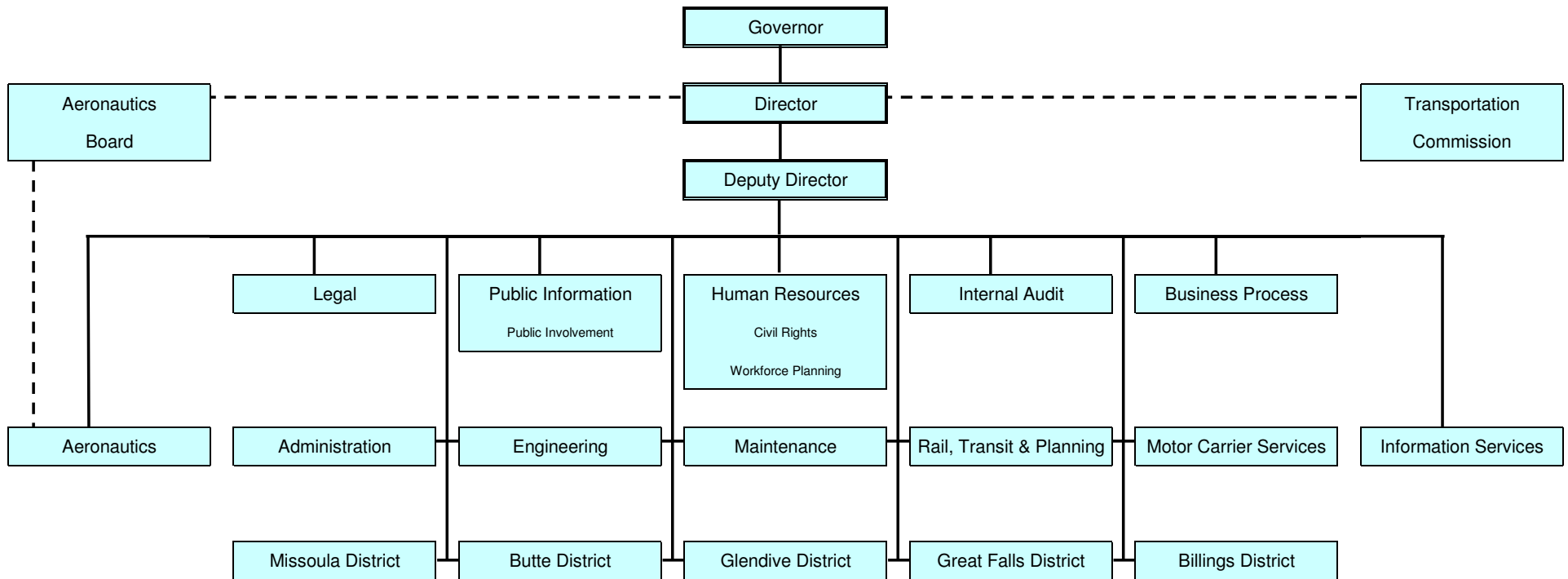
**If you are considering reporting a complaint, you can:**

- Use the MDT complaint procedures posted in your work area or by calling your EEO representative.
- File a complaint with the Human Rights Bureau. Complaints with the Human Rights Bureau will be accepted within 180 days of the act, or an extended 120 days if you are using an internal complaint procedure.

If you are not personally a victim of sexual harassment, but observe actions against other employees, which you believe to be harassment, you are encouraged to bring it to the attention of your EEO officer.

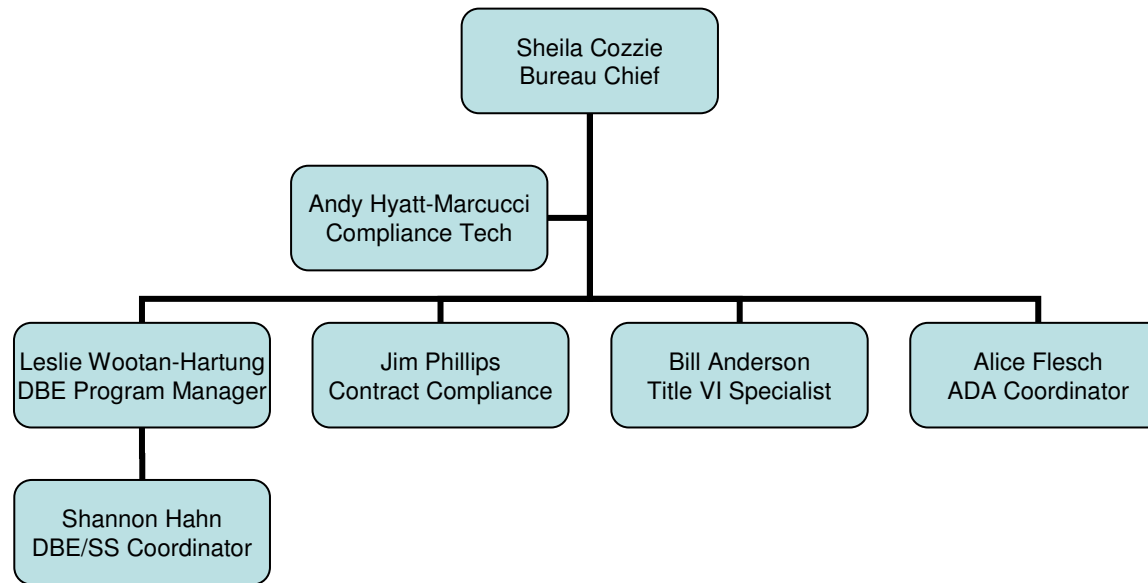
# Organizational Chart

## Montana Department of Transportation





# Civil Rights Bureau



# CONTRACTOR EEO COMPLIANCE



## **AFFIRMATIVE ACTION PLAN**

### **PART I – Contractor Compliance**

#### ***I. Organization and structure.***

##### ***A. State highway agency EEO Coordinator (External) and staff support.***

1. Describe the organizational location and responsibilities of the State highway agency EEO Coordinator. (Provided organization charts of the State highway agency and of the EEO staff.)

The office of the External EEO Coordinator is located in the Civil Rights Bureau of the Human Resources Division, Montana Department of Transportation, Headquarters building, Helena, Lewis & Clark County, Montana. The external EEO Coordinator's duties include contractor compliance reviews, follow-up reviews, show-cause hearing coordination, contractor EEO officer training, contractor EEO consultative services, on-the-job training program coordination and federal reporting.

2. Indicate whether full or part-time; if part-time, indicate percentage of time devoted to EEO.

The position of External EEO Coordinator is full time. The position description duties include external EEO, labor compliance, and contractor/internal EEO training.

3. Indicate length of time in position, civil rights experience and training, and supervision.

The External EEO Coordinator is James R. Phillips. He has functioned in the position for seven years and has completed multiple trainings in federal contract compliance and administration. Phillips has also participated in state and national Civil Rights conferences, including AASHTO and WASHTO. Phillips has no supervisory authority.

4. Indicate whether compliance program is centralized or decentralized.

The external EEO program is centralized.

5. Identify EEO Coordinator's staff support (full- and part-time) by job Title and indicate areas of their responsibilities.

Staff support for the position is part-time. The part-time position is entitled Administrative Support and is filled by Andy Hyatt-Marcucci. Hyatt-Marcucci is responsible for:

- ☐ Annual EEO Submission approval
- ☐ Annual PR-1391 solicitation and compilation
- ☐ External EEO data entry
- ☐ External EEO records, mailings and internet posting

6. Identify any other individuals in the central office having a responsibility for the implementation of this program and describe their respective roles and training received in program area.

Sheila Cozzie, Chief of the Civil Rights Bureau, has External EEO program responsibilities. She has attended many training opportunities including national EEO conferences, WASHTO conferences, and other conferences related to working with minorities and disadvantaged individuals. Determinations made by the External Program Coordinator must have the concurrence of the bureau chief prior to finalization.

## **B. District or division personnel.**

1. Describe the responsibilities and duties of any district EEO personnel. Identify to whom they report.

District field personnel are responsible for a variety of EEO activities, including:

- ☐ Provide EEO information to highway contractors at pre-bid and pre-construction conferences if the External EEO Coordinator cannot attend.
- ☐ Supervising on-the-job training at construction sites.
- ☐ Assuring that the contractor is in compliance with the training special provisions in the contract, including obtaining an approved training plan and ensuring the quality and quantity of training provided.
- ☐ Ensuring all required EEO posters and notifications are present on the job site.

The duties are generally performed by the Engineering Project Manager, who reports to the District Construction Engineer where the project is located.

2. Explain whether district EEO personnel are full-time or have other responsibilities such as labor compliance or engineering.

District personnel are full-time positions; however, have other duties outside of EEO. Most are in the engineering field.

3. Describe training provided for personnel having EEO compliance responsibility.

The training of personnel having associated EEO duties include:

- ☐ Two hours of mandatory EEO training every two years
- ☐ Hands on demonstration of pre-bid and pre-construction EEO information delivery.
- ☐ Collaborative problem solving, mentoring and as-needed training of EPM's monitoring OJT training.
- ☐ District personnel who provide EEO functions are afforded the opportunity to job shadow during contractor EEO Officer training or during EEO Compliance Reviews.

## **C. Project personnel. Describe the EEO role of project personnel.**

All project personnel have the responsibility for and the duty to report known or suspected EEO abuses by contractors doing federal-aid highway projects.

## **II. Compliance procedures.**

### **A. Applicable directives.**

1. FHWA Contract Compliance Procedures.
2. EEO Special Provisions (FHWA Federal-Aid Highway Program Manual, vol. 6, chap. 4, sec. 1, subsec. 2, Attachment 1)
3. Training Special Provisions (FHWA Federal-Aid Highway Program Manual, vol. 6, chap. 4, sec. 1, subsec. 2, Attachment 2)
4. FHWA Federal-Aid Highway Program Manual, vol. 6, chap. 4, sec. 1, subsec. 6 (Contract Procedures), and subsec. 8 (Minority Business Enterprise)

## **B. Implementation.**

1. Describe process (methods) of incorporating the above FHWA directives into the SHA compliance program.

All Federal Directives are discussed at each pre-bid and pre-construction conference. Every MDT contract contains FHWA Form 1273 and language requiring contractor compliance.

In addition, the Civil Rights Bureau conducts an annual Contractor EEO Training prior to construction season. All requirements, regulations and directives are discussed and reviewed during this training. This is a four hour training that outlines EEO requirements of contractors. The training is voluntary and this year 35 contractors participated.

2. Describe the methods used by the State to familiarize State compliance personnel with all FHWA contract compliance directives. Indicate frequency of work shops, training sessions, etc.

MDT offers, at least annually, EEO training updates. These are also done when new project managers are hired or at the request of any agency personnel.

3. Describe the procedure for advising the contractor of the EEO contract requirements at any preconstruction conference held in connection with a Federal-aid contract.

MDT has a Pre-Construction Conference Checklist that is used to inform contractors of EEO requirements during the conference. The checklist assists personnel in explaining the requirements including:

- ☐ Labor – Weekly payrolls/Timely submission; fringe benefits distribution; signed certification; zone pay; shifting of wages; deductions; classification of workers; Management and supervisory personnel; Approved subcontracts; monitor your subcontractors; Owner Operators; Site of Work Issues; and offers further labor assistance, if requested.
- ☐ EEO – “Good Faith Effort”; Hiring preferences for project adjacent to Reservations; Monitor and report unions supply women or minority workers; Bulletin Board/materials/placement; On-site meetings/frequency/minutes to EPM; Trainees on site/ Monthly report; Monitor subcontracts EEO practices; EEO officer name; and offers further EEO assistance, if necessary.
- ☐ DBE – Prime contractor monthly reporting of subcontractor payments; Monitor DBE’s for Commercially Useful Function; DBE work to be completed by DBE employees only; Substitution of DBE Firm/Contact CRB; Reduction in DBE participation; DBE Goals; Asks for names of DBE firms that will be utilized.
- ☐ ADA – Concrete subcontractor if sidewalks involved; Accessibility; Alternative routes planned and accessible;
- ☐ Title VI – Name of Public Information personnel/consultant; Storage of public involvement records; Social, economic, environment elements reviewed.

### **III. Accomplishments.**

Describe accomplishments in the construction EEO compliance program during the past fiscal year.

#### **A. Regular project compliance review program.**

1. Number of compliance reviews conducted	4
2. Number of contractors reviewed.	8
3. Number of contractors found in compliance.	8
4. Number of contractors found in noncompliance.	0
5. Number of show cause notices issued.	0
6. Number of show cause notices rescinded.	0
7. Number of show cause actions still under conciliation and unresolved.	0
8. Number of follow-up reviews conducted.	4

MDT did not conduct any show cause hearings in 2007. The compliance review strategy for the year was to ensure the Voluntary Corrective Action Plans (VCAP's) and Corrective Action Plans (CAP's) assigned in 2006 had been fully implemented by reviewed contractors. This strategy was implemented to send a message that corrective actions will be reviewed. The follow-up reviews assessed the degree of implementation and the contribution of those actions to the contractor's good faith effort.

In addition to the above referenced compliance reviews, several audits were conducted for contractor compliance. MDT audited 19 construction projects which included a review of the EEO program. All 19 were found in compliance with EEO policy statements, certified payrolls, EEO posters, DBE awareness, and the trainee program.

#### **B. Consolidated compliance reviews.**

MDT has undertaken no consolidated compliance reviews.

#### **C. Home office reviews. If the State conducts home office reviews, describe briefly the procedures followed by State.**

MDT does not conduct formal home office reviews.

#### **D. Major problems encountered. Describe major problems encountered in connection with any review activities during the past fiscal year.**

MDT did not encounter any major problems relating to review activities. When required, all contractors completed and submitted VCAP's and/or CAP's.

### **IV. Areawide plans/Hometown and Imposed (if applicable).**

Not applicable.

### **V. Contract sanctions.**

#### **A. Describe the procedures used by the State to impose contract sanctions or institute legal proceedings.**

MDT uses the following five step process to insure contractor compliance:

**Step 1** - Show Cause Hearing – The process followed is in accordance with 23 CFR 230.409 (h). An FHWA representative, MDT Chief Engineer, Human

Resources Director and the Civil Rights Bureau Chief serve as members of the committee that will consider the issues and remedies.

**Step 2** - Conciliation Conferencing - Conciliation negotiations with the contractor are ongoing through the 30 day allowance for submission of a corrective action plan.

**Step 3** - Formal Hearings – A formal hearing request is issued through FHWA to OFCCP when steps (1) and (2) are unsuccessful.

**Step 4** – Non Responsive Declaration – A non-responsive declaration is issued concurrently with the formal hearing request. Notice is also sent to:

- ☐ MDT Office of the Director
- ☐ MDT Office of Legal Services
- ☐ MDT Contract Plans
- ☐ MDT District Administrator

**Step 5** - MDT adheres to the guidance in EO-11246 until final resolutions, directives and guidance is provided the STA from USDOT, FHWA and OFCCP.

***B. Indicate the State or Federal laws which are applicable.***

- ☐ Executive Order 11246, Part II, Subpart D.
- ☐ 23 CFR 230.409
- ☐ MCA 49-2-508
- ☐ Contract Special Provision 102-6
- ☐ FHWA-1273, I (1)
- ☐ Engineering Specifications, Sec 105.01

***C. Does the State withhold a contractor's progress payments for failure to comply with EEO requirements? If so, identify contractors involved in such actions during the past fiscal year. If not, identify other actions taken.***

In accordance with MDT guidelines, the Engineering Project Manager (EPM) will decide all questions regarding the quality and acceptability of materials furnished, work performed, the rate of progress of the work, the interpretation of the contract, and the acceptable fulfillment of the contract, including EEO requirements. If violations are occurring, the EPM has the authority to withhold progress payments. However, no such actions were taken during the last year. The engineer can also suspend work with contract time continuing to be charged.

***VI. Complaints.***

***A. Describe the State's procedures for handling discrimination complaints against contractors.***

The contractor is responsible for receipt, investigation, conciliation and reporting of complaints. If the complaint cannot be resolved at the contractor level the complainant or the contractor can request the MDT Civil Rights Bureau investigate the complaint. MDT will investigate and make recommendations to both parties within 30 days of receiving the complaint.

The complainant is advised of alternative venues for complaint filing and investigation, including:

- ☐ MDT Civil Rights Bureau (Federal-aid projects only)
- ☐ DOLI Human Rights Bureau
- ☐ Equal Employment Opportunity Commission

***B. If complaints are referred to a State fair employment agency or similar agency, describe the referral procedure.***

The complainant is provided complaint procedures by the contractor EEO Officer. The complaint and appeal process includes complete contact information for the investigating agencies.

The primary referral agency is the Montana Department of Labor and Industry (DOLI) Human Rights Bureau (HRB). Complete contact information for the agency appears in the posted complaint procedures. HRB does intake, investigation, determinations and recommendations in accordance with Montana Administrative Rules, Montana Codes Annotated and internal policies and procedures.

***C. Identify the Federal-aid highway contractors that have had discrimination complaints filed against them during the past fiscal year and provide current status.***

MDT has had no complaints filed directly with the Agency. Complaints filed with MT HRB are not forwarded to the State Agency. The contact person for information regarding these complaints is Katherine Kountz, Chief, Montana Human Rights Bureau, PO Box 1728, Helena, MT, 59624-1728, (406) 444-2884.

***VII. External training programs, including supportive services.***

***A. Describe the State's process for reviewing the work classifications of trainees to determine that there is a proper and reasonable distribution among appropriate craft.***

MDT determines the distribution of work classifications of trainees utilizing many factors. These include contract complexity, contract amount, contractor workforce size and negotiations with Tribal Employment Rights Officers (TEROs) when the project is adjacent to a reservation.

The OJT assignments for the most part compose of one or two trainees per qualifying project. MDT allows the contractor to choose which classifications those trainees are best placed and where the trainee best meets the needs of the firm.

The contractor is required to submit a training plan for approval before beginning work which details the classification placement and the training hours. The submitted plan is reviewed and approved by the MDT EPM and the External EEO Program Coordinator to ensure appropriateness of the classification and the training hours.

***B. Describe the State's procedures for identifying the number of minorities and women who have completed training programs.***

Contractors must provide MDT monthly status reports regarding the accumulated trainee hours of all trainees on the project. The reports are reviewed and monitored to determine the number of minorities and women who have completed training programs. The State recently conducted a review of the trainee program. A summary of that review is attached.

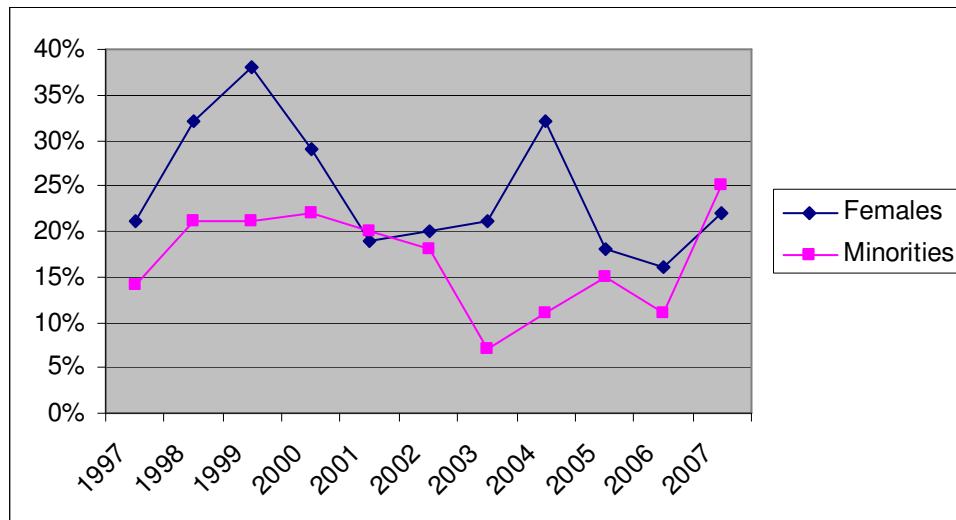


***C. Describe the extent of participation by women in construction training programs.***

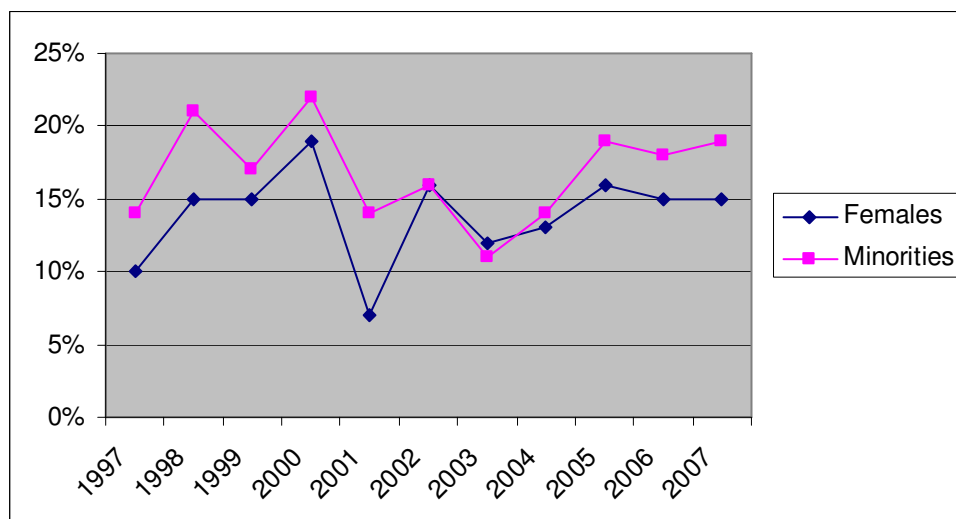
MDT had 17 trainees during 2007. Six of these were female. Three were trained as operators and three were trained as truck drivers.

The following represents, by percentage, the history of participation by women and minorities in the training program.

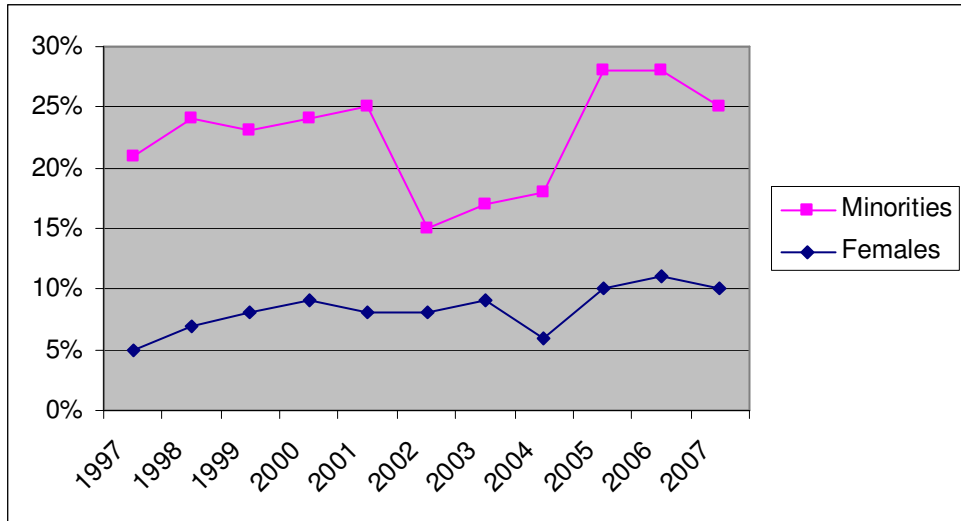
***LABORER***



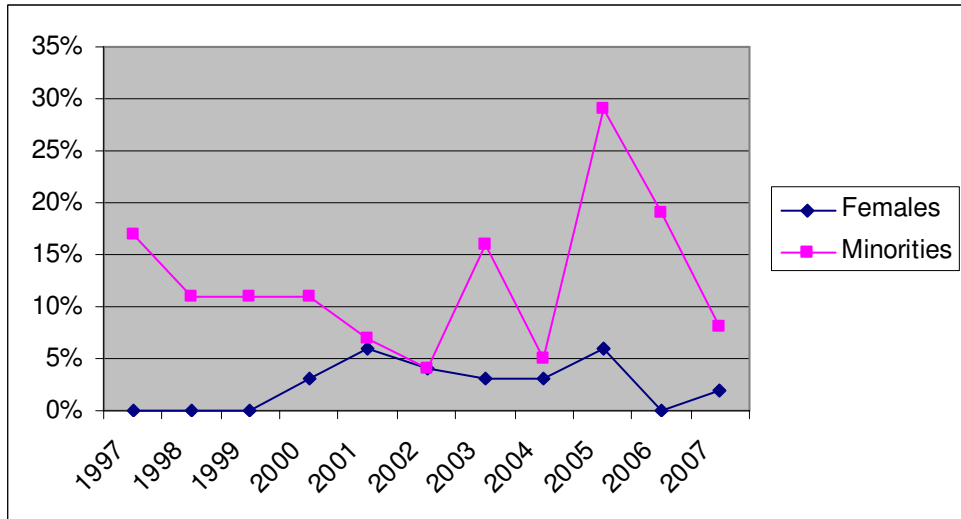
***TRUCK DRIVER***



## ***OPERATORS***



## ***CARPENTER***



MDT compiles information from contractor FHWA PR-1392 reports to determine the level of female and minority participation on federal-aid highway construction projects. The contractor's reporting in these classifications has been tracked for ten years. MDT "benchmark" data is an average of female and minority workers in those workforce classifications over that ten year period.

For 2007, the following represents all participation of females and minorities, including trainees:

<b>Classification</b>	<b>Total Workforce</b>	<b>Females in Workforce</b>	<b>2007 % of Female in Workforce</b>	<b>Benchmark as %</b>	<b>% +/- Benchmark</b>
Operator	476	47	10%	9%	+1%
Truck Driver	285	42	15%	14.1%	+0.9%
Carpenter	52	1	2%	2.7%	-0.7%
Laborer	527	118	22%	25.7%	-3.7%
<b>TOTALS for all Classifications</b>	<b>1729</b>	<b>244</b>	<b>14.1%</b>	<b>11.7%</b>	<b>+2.4%</b>

<b>Classification</b>	<b>Total Workforce</b>	<b>Minorities in Workforce</b>	<b>2007 % of Minorities in Workforce</b>	<b>Benchmark as %</b>	<b>% +/- Benchmark</b>
Operator	476	73	15.3%	10.4%	+4.9%
Truck Driver	285	55	19.3%	9.5%	+9.8%
Carpenter	52	4	7.0%	5.4%	+1.6%
Laborer	527	79	14.9%	12.0%	+2.9%
<b>TOTALS for all Classifications</b>	<b>1729</b>	<b>290</b>	<b>16.7%</b>	<b>14.0%</b>	<b>+2.7%</b>

Overall, female and minority participation in Federal-aid construction projects is above average.

***D. Describe the efforts made by the State to locate and use the services of qualified minority and female supportive service consultants. Indicate if the State's supportive service contractor is a minority or female-owned enterprise.***

MDT does not hire consultants for supportive services activities. This is an in-house program.

# **MONTANA DEPARTMENT OF TRANSPORTATION INTERNAL EEO COMPLIANCE**



## ***MONTANA DEPARTMENT OF TRANSPORTATION PROGRAM***

### **PART II – Internal EEO**

#### **1. *Affirmative Action Officer***

MDT has appointed an Affirmative Action (AA) Officer. This individual has the responsibility and authority to implement the internal EEO program. These responsibilities include:

- ☐ Develop a written and approved AAP annually
- ☐ Distributing the AAP externally and internally
- ☐ Determining under-represented positions and assisting hiring individuals in meeting recruitment goals
- ☐ Handling and processing formal discrimination complaints
- ☐ Providing the Director with quarterly reports regarding AAP/EEO program compliance

#### **2. *Develop and implement specific programs to eliminate discriminatory barriers, achieve goals and encourage promotions.***

MDT has developed and implemented many programs to ensure there are no discriminatory barriers for current employees to achieve employment goals. Currently MDT has 14 different career ladders for various positions. These include:

- ☐ Field Right-of-Way Agent Promotion
- ☐ Civil Engineer Advancement
- ☐ MCS Compliance Technician Advancement Policy
- ☐ MCSAP Motor Vehicle Safety Inspector/Safety Specialist Advancement
- ☐ Helena Materials Lab Advancement Policy
- ☐ Design Advancement
- ☐ Civil Engineering Technician Policy
- ☐ Occupational Health and Safety Specialist Advancement
- ☐ Engineering Contract Specialist Advancement
- ☐ Purchasing Agent Advancement Policy
- ☐ Computer Network Administrator and Computer Network Analyst Advancement Policy
- ☐ Computer Programmer and Computer Systems Analyst Advancement Policy
- ☐ Computer Support Technician and Computer Support Specialist Advancement Policy
- ☐ Press Operator and Print Production Specialist Advancement Policy

These career ladders allow employees who increase their knowledge and skills at a certain classification level to move to the next classification level. Each process includes an explanation of the requirements to attain each level and some include a testing mechanism to ensure employees have met the requirements. As a general rule, these career ladders are self-directed or based on tenure, allowing any employee to pursue higher levels of attainment.

#### **3. *Recruitment and Placement***

Recruitment processes continue to be dictated by many collective bargaining agreements, policies, procedures, and regulations that must be reviewed and complied with during recruitment efforts. The bargaining agreements include the Crafts Council, Montana Public Employees Association (MPEA), and American Federation of State, County and Municipal Employees (AFSCME). If a vacancy occurs within one of these three units, it must first be posted internally. Only after it is determined that there are no qualified internal applicants can

the position be opened externally. In addition, one contract (MPEA) allows for a preference in hiring for laid off employees for up to two years.

Regulations also play a role in the recruitment and hiring of employees. These include the Montana Veterans' Preference Act and the Disability Preference Act. These acts provide preference in hiring for veterans and disabled individuals. Use of the Montana State Employee Protection Act (RIF) is optional.

To meet the goals for hiring minorities, MDT maintains a referral source listing to be utilized during the recruitment procedure. All postings are sent to the local organizations and these include entities representing minority groups, women, and lower income individuals. It allows MDT to target specific recruitment groups. This list can be viewed at <http://mdtinfo.mdt.state.mt.us/other/civilrights/external/interpreters-list.pdf>.

In addition, MDT attends many job fairs throughout the region that target Native American populations. In 2007, MDT's Civil Rights Bureau Chief attended the American Indian Science and Engineering Society job fair that targeted Native American Engineering students. Also, other job fairs attended included Salish Kootenai College Career Fair, Fort Peck Community College Career & Educational Awareness Fair, and Lame Deer Career Fair.

All placement procedures are reviewed by the Civil Rights Bureau to ensure there are no barriers for women or minorities during the selection process.

#### **4. Training**

MDT provides a variety of internal training opportunities for employees. All MDT employees are required to attend at least two hours of EEO training every two years.

During 2007, MDT provided training on behavioral based interviewing to approximately 400 supervisors, managers, and employees. This training includes information on how to conduct the interview and ensure that all questions are job related and non-discriminatory.

MDT also offers a variety of mentoring and training programs focused on advancement for current employees. These include:

- ☐ Management Development
- ☐ Engineering Project Manager Mentoring Program
- ☐ Engineering Rotation
- ☐ Maintenance Mentoring Program

By participating in these programs, employees develop skills and knowledge to advance to management positions. Successful completion of the training provides the employee with the equivalent of one year of supervisory experience, giving them a better opportunity to compete for future vacant management positions.

#### **5. District AAP/EEO activities completed during 2007.**

##### **Missoula**

Rebecca Varady is the HR Specialist for the Missoula District.

Varady had represented MDT at the University of Montana – Missoula Big Sky Career Fair as well as the first Salish-Kootenai College Career Fair. She contacted a number of minority students at the career fair and provided them information about MDT, current positions available and applications.

Varady recruited directly through the following District Referral Sources: The University of Montana; Montana Job Service; Salish-Kootenai Tribal and TERO Offices; Blackfeet TERO; Flathead Valley Community College; and Montana PEAKS. A workshop is also in the planning stage for all local referral sources to provide information about the US 93 Corridor Project employment opportunities.

## **Great Falls**

Cheryl Winship is the HR Specialist for the Great Falls District. In April, she attended the Employee Expo (Career Fair) at MSU Great Falls. The turnout was not very successful; however, she was able to make contact with potential minority applicants. She explained the application and how to complete it. MDT also provided Practice Math Books and Basic Engineering Books.

For each external posting in this District, a letter and a copy of the posting was sent to the Referral Sources. There was no response for any of the positions.

In September letters were sent to referral services in Browning, Shelby and Cut Bank offering training on how to complete a State of Montana application and to explain the open positions we had.

The Blackfeet tribe requested that some members be allowed to help build turnbays etc for the new high school being built in Browning as part of training they are developing. This will not happen until the spring or summer of 2008 but has been tentatively approved if they details can be worked out.

## **Glendive**

Jane Bos is the HR Specialist for the Glendive District. She continues to maintain contact with the Fort Peck and Northern Cheyenne tribes through their TERO offices. Bos attended the Lame Deer Career Fair which was in November. She has been in contact with Veronica Small-Eastman, Lame Deer High School Principal and will be participating in the 2008 career fair.

MDT also participated in the Fort Peck Community College Career & Educational Awareness Fair held in Wolf Point on April 24, 2007 and again on November 15, 2007. The event is attended by high school students from Wolf Point, Poplar, Brockton, Frazier and Culbertson.

All external positions are posted with a vacancy announcement and cover letter to the Referral Agencies. Additionally, advertising is done in the Fort Peck tribal newspaper, the *Wotaniin Wowapi* and the Northern Cheyenne newspaper, *Tribal Report*.

## **Butte**

Nancy Ostle is the MDT Butte District HR Specialist. Ostle has twenty-seven years experience with MDT and fourteen years experience in the position of HR Specialist in the Butte Office. Ostle is responsible for all Human Resource functions including recruitment in the Butte District.

The Butte District, unlike the other four MDT districts, has no Native American Reservation within its district boundaries. Ostle's opportunity for outreach to large centers of minority or female workers is therefore more limited than those of the other districts.

Ostle represented MDT in an interview panel discussion at the College of Technology on February 15, 2007. The class provided an opportunity for students to have a panel discussion with employers regarding applications, resumes, and interviews. Students attending the class were non-traditional students including women and minorities.

Ostle continued contact with Career Futures in Butte and Career Transitions in Belgrade to enhance recruitment of qualified personnel, including women and minorities.

## **Billings**

Dee Dee Kane is the MDT Billings District Human Resource (HR) Specialist.

Kane serves on the Montana State University-Billings (MSU-B) Career Services Advisory Board (the Board), so Kane has effective use of the MSU-B student jobs bulletin board.

Kane's service on the Board has allowed her to network with campus faculty. Kane has worked with Quentin Gilham, Director of Multicultural Student Services, who has agreed to advertise and distribute MDT position postings through his offices.

Kane uses the MDT Civil Rights Bureau basic referral list of organizations likely to yield women and minority candidates to recruit for positions within the department. She also augments and annually updates the basic referral list and meets with representatives from the referring agencies to maintain current and develop new contacts for job referrals.

Organizations on the Billings District "referral list" are mailed a posting for every externally advertised position. Kane has also developed an email distribution list to expedite the notification process.

Kane's efforts have led to the hiring of one Hispanic female and one Hispanic male as temporary Survey Aides. Both were promoted to permanent Engineering Project Technicians in 2007 and are working through the Career Ladder to enhance their skills and promotional opportunities.

Kane participated in several career fairs in Billings to recruit possible MDT employees. On September 12, 2007 Kane set up a booth at Rocky Mountain College. On November 15, 2007, Kane attended an Executive in Residence day at MSU Billings which enabled students to visit about working at MDT.



## **6. *Progress on Action Items from Previous Update***

### **Action Items – 2007**

- 1. Increase the number of minority applications.** In 2007, MDT received 107 applications from minorities. This compares to 33 in 2006 and represents a significant improvement.
- 2. Provide training on MDT's application and recruitment process.** Training was provided at various locations on completing the application and going through a MDT recruitment process as shown in each District report.
- 3. Target female and minorities colleges for professional positions.** MDT staff attended many tribal college and high school job fairs. In addition, MDT was present at the American Indian Science and Engineering job fair in Phoenix, Arizona. This outreach was successful in securing more minority applications for vacant MDT positions.

## **7. *Action Items Planned for Calendar Year 2008***

- 1. Continue to increase the number of applications from members of minority groups.**

**Background –** Although we increased the number of minority applicants during 2007, the number continues to be low. This has resulted in fewer minorities entering into MDT's workforce.

**Action to be taken:** Meet with spokespersons or advocacy groups for minority group populations and qualified females. MDT has identified 94 entities that may be able to assist in our efforts to recruit minorities.

**Responsible Official:** CRB Bureau staff and District Human Resource Specialists will identify advocacy groups and contact them for individual meetings.

**Target Dates:** Correspondence has been sent to the 94 entities. Thirty of those have responded and 12 have agreed to meet with MDT. Those entities that have responded and will meet with MDT include:

- MSU Northern Career Center, Havre
- Job Service Workforce Centers located in Billings, Anaconda, Cut Bank, Glendive, Helena and Ravalli
- Rocky Mountain Front Workforce Center, Shelby
- Montana PEAKS, Kalispell
- Project Challenge Work Again Centers, Helena, Great Falls
- Helena Industries

MDT is certain we will also get more response from other entities.

- 2. Provide training on MDT's application and recruitment process to minority groups.** This training will be on completing the application, behavioral based interviewing, etc. Target audiences will be high schools and colleges.

**Responsible Official:** CRB Bureau staff and HR staff will prepare training and workshops to assist minorities and women in completing applications, interviewing process, etc.

**Target Dates:** Complete the training throughout the state by September 2008.

## **Internal Applicant Flow – 2007**

In order to retain and promote qualified employees, MDT positions can be posted internally only and available to those currently employed. Career ladders are also available as outlined previously.

The Internal Applicant Flow Analysis indicates that 473 males applied for internal positions compared to 82 females. Of those 82 female applications, 33 were hired, representing a 40% placement rate as compared to a 33% rate for male applicants.

There were 12 Native American applicants compared to only six in 2006. Of those 12, three were placed, representing a 25% rate of placement. The service maintenance category appears to have an adverse impact on Native Americans, however, of the three successful candidates; two were hired in the Service Maintenance category.

Given the overall placement rate, Native Americans did not secure employment at that same rate as males and females. However, this was not the case for external recruitment as shown.

Montana Department of Transportation  
Civil Rights Bureau  
Applicant Flow Analysis  
15-Nov-2006 through 30-Dec-2007

Agency Wide - Internal - All Divisions

<u>EEO CATEGORY</u>	<u>TOTAL</u>	<u>CAUCASIAN</u>	<u>NATIVE AMERICAN</u>	<u>HISPANIC</u>	<u>ASIAN</u>	<u>BLACK</u>	<u>UNKWN</u>	<u>OTHER</u>	<u>MALE</u>	<u>FEMALE</u>	<u>UNKWN</u>
<b><u>OFFICIALS/ADMINISTRATORS</u></b>											
Total Applicants	0	0	0	0	0	0	0	0	0	0	0
Number Hired	0	0	0	0	0	0	0	0	0	0	0
Percent Hired	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Adverse Impact											
<b><u>PROFESSIONALS</u></b>											
Total Applicants	157	149	4	2	1	0	1	0	131	25	1
Number Hired	32	32	0	0	0	0	0	0	30	2	0
Percent Hired	20%	21%	0%	0%	0%	0%	0%	0%	23%	8%	0%
Adverse Impact		NO	S/I	S/I			S/I			YES	S/I
<b><u>TECHNICIANS</u></b>											
Total Applicants	67	66	0	1	0	0	0	0	41	26	0
Number Hired	22	21	0	1	0	0	0	0	12	10	0
Percent Hired	33%	32%	0%	100%	0%	0%	0%	0%	29%	38%	0%
Adverse Impact		NO		S/I						NO	
<b><u>PROTECTIVE SERVICES</u></b>											
Total Applicants	10	10	0	0	0	0	0	0	8	2	0
Number Hired	2	2	0	0	0	0	0	0	1	1	0
Percent Hired	20%	20%	0%	0%	0%	0%	0%	0%	13%	50%	0%
Adverse Impact										S/I	
<b><u>OFFICE/CLERICAL</u></b>											
Total Applicants	26	26	0	0	0	0	0	0	4	22	0
Number Hired	18	18	0	0	0	0	0	0	2	16	0
Percent Hired	69%	69%	0%	0%	0%	0%	0%	0%	50%	73%	0%
Adverse Impact		NO								NO	
<b><u>SKILLED CRAFT</u></b>											
Total Applicants	175	170	3	0	0	1	1	0	170	5	0
Number Hired	55	54	1	0	0	0	0	0	53	2	0
Percent Hired	31%	32%	33%	0%	0%	0%	0%	0%	31%	40%	0%
Adverse Impact		NO	S/I	S/I		S/I	S/I		NO	NO	
<b><u>SERVICE MAINTENANCE</u></b>											
Total Applicants	60	52	5	0	1	0	2	0	56	2	2
Number Hired	31	29	2	0	0	0	0	0	29	2	0
Percent Hired	52%	56%	40%	0%	0%	0%	0%	0%	52%	100%	0%
Adverse Impact		NO	YES		S/I		S/I		NO	S/I	S/I

S/I = Statistically Insignificant  
Percentages rounded to nearest whole.  
\*Includes temporary promotions.

## **External Applicant Flow – 2007**

During 2007, there were 1,808 external applications received.

There were 711 total female applicants, representing approximately 39% of the total applications received. This was an increase over 2006 at 32% and 2005 at 28%. Native Americans represented only 3.5% of the applicants, with only 65 applications received. Although that is low, it increased over the 2% received in 2006. Of those 65 Native American applicants, 16 were successful in the process, representing almost a 25% success rate, an increase over 17% from 2006. At 25% success, Native Americans fared better than white males who were hired at a 15% rate, and females who were hired at a rate of 9.5%.

Preliminary analysis indicates that adverse impact of women may have occurred in the areas of Technicians, Protective Services and Skilled Craft. Review of the selection process indicated testing instruments were job related and did not appear to contain questions that would be artificial barriers for women. Even though there appeared to be adverse impact in the categories of Technicians and Protective Services over the last year, the number of females represented in these categories in the current workforce is at or above the goal.

In addition, MDT reduced the number of female professionals needed for parity from 61 to 48 during 2007.

These statistics also indicate a potential adverse impact for minorities, specifically Native Americans, in the categories of Technicians, Protective Services and Office/Clerical. Review of these processes indicated they were job related. Nothing contained within the overall recruitment process appeared to create artificial barriers for minorities.

Montana Department of Transportation  
Civil Rights Bureau  
Applicant Flow Analysis  
15-Nov-2006 through 30-Dec-2007

Agency Wide - External - All Divisions

<u>EEO CATEGORY</u>	<u>TOTAL</u>	<u>CAUCASIAN</u>	<u>NATIVE AMERICAN</u>	<u>HISPANIC</u>	<u>ASIAN</u>	<u>BLACK</u>	<u>UNKWN</u>	<u>OTHER</u>	<u>MALE</u>	<u>FEMALE</u>	<u>UNKWN</u>
<b><u>OFFICIALS/ADMINISTRATORS</u></b>											
Total Applicants	0	0	0	0	0	0	0	0	0	0	0
Number Hired	0	0	0	0	0	0	0	0	0	0	0
Percent Hired	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Adverse Impact											
<b><u>PROFESSIONALS</u></b>											
Total Applicants	624	588	3	3	10	10	10	0	391	232	1
Number Hired	45	45	0	0	0	0	0	0	26	19	0
Percent Hired	7%	8%	0%	0%	0%	0%	0%	0%	7%	8%	0%
Adverse Impact		NO	S/I	S/I	YES	YES			NO	NO	S/I
<b><u>TECHNICIANS</u></b>											
Total Applicants	324	287	14	2	5	2	14	0	168	154	2
Number Hired	55	52	1	1	1	0	0	0	32	23	0
Percent Hired	17%	18%	7%	50%	20%	0%	0%	0%	19%	15%	0%
Adverse Impact		NO	YES	S/I	NO	S/I		S/I	NO	YES	S/I
<b><u>PROTECTIVE SERVICES</u></b>											
Total Applicants	87	76	10	0	1	0	0	0	64	23	0
Number Hired	2	2	0	0	0	0	0	0	2	0	0
Percent Hired	2%	3%	0%	0%	0%	0%	0%	0%	3%	0%	0%
Adverse Impact			YES		S/I				NO	YES	
<b><u>OFFICE/CLERICAL</u></b>											
Total Applicants	308	288	10	3	1	3	3	0	53	255	0
Number Hired	17	17	0	0	0	0	0	0	1	16	0
Percent Hired	6%	6%	0%	0%	0%	0%	0%	0%	2%	6%	0%
Adverse Impact			YES	S/I	S/I	S/I	S/I			NO	
<b><u>SKILLED CRAFT</u></b>											
Total Applicants	196	176	15	1	0	0	4	0	190	5	1
Number Hired	70	63	7	0	0	0	0	0	69	1	0
Percent Hired	36%	36%	47%	0%	0%	0%	0%	0%	36%	20%	0%
Adverse Impact		NO	NO	S/I			S/I		NO	NO	S/I
<b><u>SERVICE MAINTENANCE</u></b>											
Total Applicants	184	175	8	1	0	0	0	0	173	11	0
Number Hired	46	41	5	0	0	0	0	0	42	4	0
Percent Hired	25%	23%	63%	0%	0%	0%	#DIV/0!	0%	24%	36%	0%
Adverse Impact			NO	S/I			S/I		NO	NO	

S/I = Statistically Insignificant  
Percentages rounded to nearest whole.

### Montana 2000 Census Data

Enthnicity	Population	Percentage
	Total	
	902,195	
White	817,229	90.6
Black	2,692	0.3
Hispanic	18,081	2.0
Native American	56,068	6.2
Asian American	4,691	0.6
Pacific Islander	470	0.1
Other	5,315	0.6
Two or More	15,730	1.7

## Hiring Goals

MDT analyzed the labor market to determine the population makeup, skills, and availability of employment. The 2000 Census information was utilized to compile the available labor market. MDT excluded any positions from this analysis that are not directly recruited by MDT (i.e. teachers, doctors, nurses, etc.).

To determine hiring goals for the five year period, MDT also reviewed employees eligible for retirement. Specifically, included were employees who had 25 years or more of eligible retirement service.

This resulted in approximately 225 individuals currently eligible for retirement. The breakdown for these positions is:

- 3 officials/administrators
- 136 professionals
- 11 technicians
- 5 protective service
- 3 administrative support
- 10 service/maintenance
- 57 skilled craft

Based on the retirement information and the market, MDT developed 5 year goals as attached. These goals will be monitored and updates will be reported to the Director quarterly on MDT's progress.

# UTILIZATION ANALYSIS REPORT

Job Category	Total Workforce	Males					Females				
		White	Blacks	Hisp	AI/AN	AS/PI	White	Blacks	Hisp	AI/AN	AS/PI
Official Administrators											
Current # Workforce	19	16	0	0	0	0	3	0	0	0	0
% in Category		84.21%	0.00%	0.00%	0.00%	0.00%	15.79%	0.00%	0.00%	0.00%	0.00%
% of Avial			0.1%	0.5%	0.9%	0.4%	26.7%	0.0%	0.2%	0.5%	0.1%
% Utilization			-0.1%	-0.5%	-0.9%	-0.4%	-10.9%	0.0%	-0.2%	-0.5%	-0.1%
Under-utilized (Yes/No)			N	N	N	N	Y	N	N	N	N
# Needed to Reach Parity			0	0	0	0	2	0	0	0	0
Professional											
Current # Workforce	943	698	0	2	11	6	227	0	1	4	1
% in Category		74.02%	0.00%	0.21%	1.17%	0.64%	24.07%	0.00%	0.11%	0.42%	0.11%
% of Avial			0.1%	0.6%	1.3%	0.4%	29.2%	0.0%	0.8%	1.2%	0.4%
Utilization			-0.1%	-0.4%	-0.1%	0.2%	-5.1%	0.0%	-0.7%	-0.7%	-0.3%
Under-utilized (Yes/No)			N	Y	Y	Y	Y	N	Y	Y	Y
# Needed to Reach Parity			0	4	1	2	48	0	7	7	3
Technicians											
Current # Workforce	236	120	1	1	3	0	106	0	3	1	1
% in Category		50.85%	0.42%	0.42%	1.27%	0.00%	44.92%	0.00%	1.27%	0.42%	0.42%
% of Avial			0.1%	0.1%	6.5%	0.0%	19.5%	0.0%	0.1%	1.0%	0.3%
Utilization			0.3%	0.3%	-5.3%	0.0%	25.4%	0.0%	1.1%	-0.5%	0.1%
Under-utilized (Yes/No)			N	Y	Y	N	N	N	N	Y	N
# Needed to Reach Parity			0	0	12	0	0	0	0	1	0
Protective Service											
Current # Workforce	96	77	0	1	0	1	16	0	0	1	0
% in Category		80.21%	0.00%	1.04%	0.00%	1.04%	16.67%	0.00%	0.00%	1.04%	0.00%
% of Avial			0.1%	0.1%	11.0%	0.0%	10.0%	0.1%	0.2%	2.5%	0.0%
Utilization			-0.1%	0.9%	-11.0%	1.0%	6.7%	-0.1%	-0.2%	-1.5%	0.0%
Under-utilized (Yes/No)			N	N	Y	N	N	N	N	Y	N
# Needed to Reach Parity			0	0	11	0	0	0	0	1	0
Administrative Support											
Current # Workforce	33	5	0	0	0	0	27	0	0	1	0
% in Category		15.15%	0.00%	0.00%	0.00%	0.00%	81.82%	0.00%	0.00%	3.03%	0.00%
% of Avial			0.1%	0.4%	0.9%	0.2%	78.3%	0.1%	1.2%	3.4%	0.2%
Utilization			-0.1%	-0.4%	-0.9%	-0.2%	3.6%	-0.1%	-1.2%	-0.4%	-0.2%
Under-utilized (Yes/No)			N	N	N	N	N	N	N	N	N
# Needed to Reach Parity			0	0	0	0	0	0	0	0	0
Skilled Craft											
Current # Workforce	678	630	1	2	29	1	14	0	0	1	0
% in Category		92.92%	0.15%	0.29%	4.28%	0.15%	2.06%	0.00%	0.00%	0.15%	0.00%
% of Avial			0.1%	1.4%	4.1%	0.1%	4.6%	0.0%	0.2%	0.2%	0.0%
Utilization			0.0%	-1.1%	0.2%	0.0%	-2.5%	0.0%	-0.2%	-0.1%	0.0%
Under-utilized (Yes/No)			Y	Y	Y	N	Y	N	Y	N	N
# Needed to Reach Parity			1	7	1	0	17	0	1	0	0
Service/Maintenance											
Current # Workforce	80	69	0	0	1	1	9	0	0	0	0
% in Category		86.25%	0.00%	0.00%	1.25%	1.25%	11.25%	0.00%	0.00%	0.00%	0.00%
% of Avial			0.1%	1.3%	3.1%	0.2%	11.9%	0.1%	1.1%	2.6%	0.3%
Utilization			-0.1%	-1.3%	-1.9%	1.1%	-0.6%	-0.1%	-1.1%	-2.6%	-0.3%
Under-utilized (Yes/No)			N	Y	Y	Y	N	N	Y	Y	N
# Needed to Reach Parity			0	1	1	1	0	0	1	2	0



STA 5 Year Projected Goals	
1. Increase the number of students who are proficient in reading by 10%.	2. Increase the number of students who are proficient in math by 10%.
3. Increase the number of students who are proficient in science by 10%.	4. Increase the number of students who are proficient in social studies by 10%.
5. Increase the number of students who are proficient in art by 10%.	6. Increase the number of students who are proficient in music by 10%.
7. Increase the number of students who are proficient in physical education by 10%.	8. Increase the number of students who are proficient in foreign language by 10%.
9. Increase the number of students who are proficient in computer science by 10%.	10. Increase the number of students who are proficient in career and technical education by 10%.

Job Category	Numerical Goals	Males					Females				
		White	Blacks	Hisp	AI/AN	AS/PI	White	Blacks	Hisp	AI/AN	AS/PI
Official Administrators	Goals FY 2008										
Professional				1			5		1		
Technicians											
Protective Service											
Para-Professionals											
Administrative Support											
Skilled Craft			1	2	1		2				
Service/Maintenance					1	1					

Job Category	Numerical Goals	Males					Females				
		White	Blacks	Hisp	AI/AN	AS/PI	White	Blacks	Hisp	AI/AN	AS/PI
Official Administrators	Goals FY 2009										
Professional				1		1	5		1	1	
Technicians										1	
Protective Service					2						
Para-Professionals											
Administrative Support											
Skilled Craft				2			2				
Service/Maintenance				1							

[illegible][illegible][illegible]

**EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**  
**STATE AND LOCAL GOVERNMENT INFORMATION (EEO-4)**  
**EXCLUDE SCHOOL SYSTEMS AND EDUCATION INSTITUTIONS**

(Read attached instructions prior to completing this form)

**APPROVED BY**  
**OMB**  
**3046-008**

**EXPIRES**  
**01/31/2004**

**DO NOT ALTER INFORMATION PRINTED IN THIS BOX**

MAIL COMPLETED  
 FORM TO

State & Local Reporting Committee (EEO-4)  
 P.O. Box 62229  
 Virginia Beach, VA 23466-2229

**A. TYPE OF GOVERNMENT (Check one box only)**

☒ 1. State      ☐ 2. County      ☐ 3. City      ☐ 4. Township      ☐ 5. Special District  
☐ 6. Other (Specify) \_\_\_\_\_

**B. IDENTIFICATION**

**1. NAME OF POLITICAL JURISDICTION (If same as label, skip to Item C)**

Montana Department of Transportation

**2. Address--Number and Street**  
 2701 Prospect Avenue

**CITY/TOWN**  
 Helena

**COUNTY**  
 Lewis and Clark

**STATE/ZIP**  
 Montana 59620

**EOCU ONLY**  
 A  
 B

**C. FUNCTION**

(Check one box to indicate the function(s) for which this form is being submitted. Data should be reported for all departments and agencies in your government covered by the function(s) indicated. If you cannot supply the data for every agency within the

	1. Financial administration. Tax billing and collection, budgeting, purchasing, central accounting and similar financial administration carried on by a treasurer's, auditor's or comptroller's office and		8. HEALTH. Provision of public health services, out-patient clinics, visiting nurses, food and sanitary inspections, mental health, alcohol rehabilitation services, etc.
	GENERAL CONTROL. Duties usually performed by boards of supervisors or commissioners, central administration offices and agencies, central personnel or planning agencies, all judicial offices and employees (judges, magistrates, bailiffs, etc.)		9. HOUSING. Code enforcement, low rent public housing, fair housing ordinance enforcement, housing for elderly, housing rehabilitation, rent control.
X	2. STREETS AND HIGHWAYS. Maintenance, repair, construction and administration of streets, alleys, sidewalks, roads highways and bridges.		10. COMMUNITY DEVELOPMENT. Planning, zoning, land development, open-space, beautification, preservation.
	3. PUBLIC WELFARE. Maintenance of homes and other institutions for the needy; administration of public assistance. (hospitals and sanatoriums should be reported as item 7.)		11. CORRECTIONS. Jail, reformatories, detention homes, half-way houses, prisons, parole and probation activities.
	4. POLICE PROTECTION. Duties of a police department sheriff's constable's, coroner's office, etc., including technical and clerical employees engaged in police activities.		12. UTILITIES AND TRANSPORTATION. Includes water supply, electric power, transit, gas, airports, water transportation and terminals.
	5. FIRE PROTECTION. Duties of the uniformed fire force and clerical employees. (report any forest fire protection activities as item 6.)		13. SANITATION AND SEWAGE. Street cleaning, garbage and refuse collection and disposal. Provision, maintenance and operation of sanitary and storm sewer systems and sewage disposal plants.
	6. NATURAL RESOURCES. Agriculture, forestry, forest fire protection, irrigation drainage, flood control, etc., and parks and recreation. Provision, maintenance and operation of parks, playgrounds, swimming pools, auditoriums museums, marinas, zoos, etc		14. EMPLOYMENT SECURITY STATE GOVERNMENTS ONLY
	7. HOSPITALS AND SANATORIUMS. Operation and Maintenance of Institutions for in patients medical care.		15. OTHER (specify on page four)

# D. EMPLOYMENT DATA AS OF JUNE 30

(Do not include elected/appointed officials. Blanks will be counted as zero)

1. FULL-TIME EMPLOYEES (Temporary employees are not included)

JOB CATEGORIES	ANNUAL SALARY (In thousands 000)	Total Columns (B-K)	MALE					FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			A	B	C	D	E	F	G	H	I	J
OFFICIALS ADMINISTRATORS	1. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	2. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	3. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	4. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0
	5. 33.0-42.9	0	0	0	0	0	0	0	0	0	0	0
	6. 43.0-54.9	0	0	0	0	0	0	0	0	0	0	0
	7.55.0-69.9	0	0	0	0	0	0	0	0	0	0	0
	8. 70.0 PLUS	19	16	0	0	0	0	3	0	0	0	0
PROFESSIONALS	9. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	10. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	11. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	12. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0
	13. 33.0-42.9	113	64	0	0	1	5	41	0	0	0	2
	14.43.0-54.9	290	190	0	0	2	3	92	0	1	1	1
	15. 55.0-69.9	400	331	0	2	3	3	61	0	0	0	0
	16. 70.0 PLUS	140	113	0	0	0	0	26	0	0	0	1
TECHNICIANS	17. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	18. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	19. 20.0-24.9	11	7	0	0	0	0	4	0	0	0	0
	20. 25.0-32.9	141	53	1	1	0	3	79	0	2	1	1
	21. 33.0-42.9	81	57	0	0	0	0	23	0	1	0	0
	22.43.0-54.9	1	1	0	0	0	0	0	0	0	0	0
	23. 55.0-69.9	2	2	0	0	0	0	0	0	0	0	0
	24. 70.0 PLUS	0	0	0	0	0	0	0	0	0	0	0
PROTECTIVE SERVICES	25. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	26. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	27. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	28. 25.0-32.9	14	8	0	0	0	0	5	0	0	0	1
	29. 33.0-42.9	78	65	0	1	1	0	11	0	0	0	0
	30. 43.0-54.9	4	4	0	0	0	0	0	0	0	0	0
	31. 55.0-69.9	0	0	0	0	0	0	0	0	0	0	0
	32. 70.0 PLUS	0	0	0	0	0	0	0	0	0	0	0
PARA-PROFESSIONALS	33. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	34. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	35. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	36. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0
	37. 33.0-42.9	0	0	0	0	0	0	0	0	0	0	0
	38. 43.0-54.9	0	0	0	0	0	0	0	0	0	0	0
	39. 55.0-69.9	0	0	0	0	0	0	0	0	0	0	0
	40. 70.0 PLUS	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT	41. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	42. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	43. 20.0-24.9	11	2	0	0	0	0	9	0	0	0	0
	44. 25.0-32.9	9	3	0	0	0	0	6	0	0	0	0
	45. 33.0-42.9	12	0	0	0	0	0	11	0	0	0	1
	46. 43.0-54.9	1	0	0	0	0	0	1	0	0	0	0
	47. 55.0-69.9	0	0	0	0	0	0	0	0	0	0	0
	48. 70.0 PLUS	0	0	0	0	0	0	0	0	0	0	0

# D. EMPLOYMENT DATA AS OF JUNE 30 (Cant.)

(Do not include elected/appointed officials. Blanks will be counted as zero)

## 1. FULL-TIME EMPLOYEES (Temporary employees are not included)

	ANNUAL SALARY (In thousands 000)	Total Columns (B-K)	MALE					FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
								WHITE	BLACK			
		A	B	C	D	E	F	G	H	I	J	K
SKILLED CRAFT	49. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	50. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	51. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	52. 25.0-32.9	2	2	0	0	0	0	0	0	0	0	0
	53. 33.0-42.9	522	480	1	2	1	25	12	0	0	0	1
	54.43.0-54.9	151	145	0	0	0	4	2	0	0	0	0
	55. 55.0-69.9	3	3	0	0	0	0	0	0	0	0	0
	56. 70.0 PLUS	0	0	0	0	0	0	0	0	0	0	0
SERVICE MAINTENANCE	57. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	58. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	59. 20.0-24.9	1	1	0	0	0	0	0	0	0	0	0
	60. 25.0-32.9	8	6	0	0	0	0	2	0	0	0	0
	61. 33.0-42.9	65	56	0	0	1	1	7	0	0	0	0
	62.43.0-54.9	5	5	0	0	0	0	0	0	0	0	0
	63.55.0-69.9	1	1	0	0	0	0	0	0	0	0	0
	64. 70.0 PLUS	0	0	0	0	0	0	0	0	0	0	0
65. TOTAL FULL TIME (LINES 1 - 64)		2085	1615	2	6	9	44	395	0	4	2	8

## 2. OTHER THAN FULL-TIME EMPLOYEES (Including temporary employees)

66. OFFICIALS/ADMIN	0	0	0	0	0	0	0	0	0	0	0	0	0
67. PROFESSIONALS	0	0	0	0	0	0	0	0	0	0	0	0	0
68. TECHNICIANS	0	0	0	0	0	0	0	0	0	0	0	0	0
69. PROTECTIVE SERVICE	0	0	0	0	0	0	0	0	0	0	0	0	0
70. PARA-PROFESSIONAL	0	0	0	0	0	0	0	0	0	0	0	0	0
71. ADMIN. SUPPORT	0	0	0	0	0	0	0	0	0	0	0	0	0
72. SKILLED CRAFT	0	0	0	0	0	0	0	0	0	0	0	0	0
73. SERVICE/MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0	0	0
74. TOTAL OTHER THAN FULL TIME (LINES 66 - 73)	0	0	0	0	0	0	0	0	0	0	0	0	0

## 3. NEW HIRES DURING FISCAL YEAR - Permanent full time only JULY 1 - JUNE 30

75. OFFICIALS/ADMIN	0	0	0	0	0	0	0	0	0	0	0	0	0
76. PROFESSIONALS	41	23	0	0	0	0	18	0	0	0	0	0	0
77. TECHNICIANS	25	10	0	0	0	0	14	0	1	0	0	0	0
78. PROTECTIVE SERVICE	14	8	0	0	0	0	5	0	0	0	0	1	0
79. PARA-PROFESSIONAL	0	0	0	0	0	0	0	0	0	0	0	0	0
80. ADMIN. SUPPORT	2	0	0	0	0	0	2	0	0	0	0	0	0
81. SKILLED CRAFT	32	31	0	0	0	1	0	0	0	0	0	0	0
82. SERVICE/MAINTENANCE	7	6	0	0	0	0	1	0	0	0	0	0	0
83. TOTAL NEW HIRES (LINES 75 - 82)	121	78	0	0	0	1	40	0	1	0	0	1	

REMARKS: (List National Crime Information Center (NCIC) number assigned to any Criminal Justice Agencies whose data are included in this report)

\*\*\*LIST AGENCIES INCLUDED ON THIS FORM\*\*\*

CERTIFICATION. I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, US Code,

NAME OF PERSON TO CONTACT REGARDING THIS FORM: TITLE: Civil Rights Bureau Chief  
Sheila Cozzie

ADDRESS (Number and Street, City, State, Zip Code) 2701 TELEPHONE NUMBER: 406-444-6335  
Prospect Avenue Helena, MT 59620  
Extension:  
Fax Number: 406-444-7685

Date: February 14, 2007

TYPED NAME/TITLE OF AUTHORIZED OFFICIAL:

SIGNATURE:

E-Mail: scozzie@mt.gov

Jim Lynch  
Director

## EEO COMPLAINT ANALYSIS REPORT

Period: 01/01/07 through 12/31/07

#	Issue	Race	Gender	Agency Filed With			Race	Gender (Sex)	Age	Disability	National Origin	Religion	Sex Harrassment	Color	Political	Retaliation	Status/Comments	Investigating Entity
				STA	OEES	EEOC												
				MMDDYY	MMDDYY	MMDDYY												
1	Hostile Work	W	F	1/3/2007									X				No cause finding. Training provided.	MDT CRB
2	Hostile Work	W	M	2/7/2007													No protected status. Disciplinary issue requiring a grievance through the collective bargaining agreement.	MDT CRB
3	Disability	B	M							X							No cause finding.	MT HRB
4	Sex/Disability	W	F	5/30/2007				X		X							No cause finding.	MDT CRB
5	Age	W	M	9/27/2007					X								No cause finding. The complaint was regarding a recruitment process that is subject to collective bargaining.	MDT CRB
6	Harassment	W	F	10/29/2007									X				No cause finding.	MDT CRB
7	Retaliation	W	M	11/1/2007						X						X	No cause finding. Safety issue.	MDT CRB
8	Race	W	M		12/10/2007		X										Pending. Filed against MDT for hiring substantially equally qualified minority in under-represented position.	MT HRB

### Legend

A = White  
 B = Black  
 C = Hispanic  
 D = Asian  
 E = American Indian  
 U = Unknown Race

# **OTHER STATISTICAL MDT EMPLOYMENT DATA**



**2000 Census of Population and Employment by Ethnic Group and Gender**

<b>State of Montana</b>	<b>Number</b>	<b>Percent</b>
Total Population	902,195	100%
White	817,229	90.6%
Black	2,692	0.3%
Hispanic	18,081	2.0%
American Indian	56,068	6.2%
Asian/Pacific Islander	5,161	0.6%
Some other race*	5,315	0.6%
Two or more races	15,730	1.7%

**Total Labor Force by Occupational Categories\***

<b>EEO-4 Job Category</b>	<b>White Female</b>	<b>Black Female</b>	<b>Hispanic Female</b>	<b>Asian Female</b>	<b>American Indian Female</b>	<b>Total Females</b>	<b>White Male</b>	<b>Black Male</b>	<b>Hispanic Male</b>	<b>Asian Male</b>	<b>American Indian Male</b>	<b>Total Males</b>	<b>Total Labor Force</b>
Officials/ Administrators	18,285	35	250	55	690	19,315	34,340	40	350	70	980	35,780	55,095
Professionals	38,985	30	570	305	1,630	41,520	31,295	55	355	280	955	32,940	74,460
Technicians	5,595	15	65	25	190	5,890	3,610	20	55	4	220	3,909	9,799
Protective Service	1,200	8	20	4	185	1,417	4,985	60	94	4	835	5,978	7,395
Paraprofessionals	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	68,135	100	1,265	260	3,580	73,340	28,110	110	425	160	945	29,750	103,090
Skilled Craft	2,330	20	105	10	120	2,585	44,765	45	725	75	2,110	47,720	50,305
Service/Maintenance	52,755	80	1,490	420	3,465	58,210	66,885	175	1,700	245	4,115	73,120	131,330
<b>Total</b>	<b>187,285</b>	<b>288</b>	<b>3,765</b>	<b>1,079</b>	<b>9,860</b>	<b>202,277</b>	<b>213,990</b>	<b>505</b>	<b>3,704</b>	<b>838</b>	<b>10,160</b>	<b>229,197</b>	<b>431,474</b>

\* The above labor market data is derived from the 2000, U.S. Census

<b>EEO-4 Job Category</b>	<b>Availability %</b>					
	<b>Total Females</b>	<b>Total Minorities</b>	<b>Minorities by Racial Category</b>			
			<b>Black</b>	<b>Hispanic</b>	<b>Asian</b>	<b>American Indian</b>
Officials/ Administrators	35.9%	5.1%	0.2%	1.0%	0.2%	2.7%
Professionals	55.7%	6.6%	0.1%	1.3%	0.8%	3.5%
Technicians	60.0%	7.2%	0.4%	1.3%	0.3%	4.1%
Protective Service	19.2%	18.0%	0.9%	1.5%	0.1%	13.5%
Paraprofessionals	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Administrative Support	71.0%	8.2%	0.2%	1.6%	0.4%	4.3%
Skilled Craft	5.2%	7.7%	0.1%	1.6%	0.2%	4.4%
Service/Maintenance	44.5%	10.6%	0.2%	2.4%	0.5%	5.7%

\* Per the U.S. Census, the eight categories will add to more than the total population and the percentages may add to more than 100% because individuals were allowed to report more than one race. "Some other race" - the respondent identified with a race not identified on the census.



## WORKFORCE AGENCYWIDE ANALYSIS

All Division/Districts

Employment Data - 11/15/06 through 12/31/07

EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
<b>Officials/ Administrators</b>	3	0	0	0	0	16	0	0	0	0	19
%	15.8%	0.0%	0.0%	0.0%	0.0%	84.2%	0.0%	0.0%	0.0%	0.0%	0.9%
<b>Professionals</b>	220	0	1	1	4	698	0	2	6	11	943
%	23.3%	0.0%	0.1%	0.1%	0.4%	74.0%	0.0%	0.2%	0.6%	1.2%	45.2%
<b>Technicians</b>	106	0	3	1	1	120	1	1	0	3	236
%	44.9%	0.0%	1.3%	0.4%	0.4%	50.8%	0.4%	0.4%	0.0%	1.3%	11.3%
<b>Protective Service</b>	16	0	0	0	1	77	0	1	1	0	96
%	16.7%	0.0%	0.0%	0.0%	1.0%	80.2%	0.0%	1.0%	1.0%	0.0%	4.6%
<b>Administrative Support</b>	27	0	0	0	1	5	0	0	0	0	33
%	81.8%	0.0%	0.0%	0.0%	3.0%	15.2%	0.0%	0.0%	0.0%	0.0%	1.6%
<b>Skilled Craft</b>	14	0	0	0	1	630	1	2	1	29	678
%	2.1%	0.0%	0.0%	0.0%	0.1%	92.9%	0.1%	0.3%	0.1%	4.3%	32.5%
<b>Service/Maintenance</b>	9	0	0	0	0	69	0	0	1	1	80
%	11.3%	0.0%	0.0%	0.0%	0.0%	86.3%	0.0%	0.0%	1.3%	1.3%	3.8%
<b>Total</b>	<b>395</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>8</b>	<b>1615</b>	<b>2</b>	<b>6</b>	<b>9</b>	<b>44</b>	<b>2085</b>

# WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION

## Administration Division

Employment Data - 11/15/06 through 12/31/07

EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
<b>Officials/ Administrators</b>	0	0	0	0	0	1	0	0	0	0	1
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	1.8%
<b>Professionals</b>	25	0	0	0	0	10	0	1	0	1	37
%	67.6%	0.0%	0.0%	0.0%	0.0%	27.0%	0.0%	2.7%	0.0%	2.7%	64.9%
<b>Technicians</b>	12	0	0	1	0	0	0	0	0	0	13
%	92.3%	0.0%	0.0%	7.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	22.8%
<b>Protective Service</b>	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Administrative Support</b>	3	0	0	0	0	3	0	0	0	0	6
%	50.0%	0.0%	0.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	10.5%
<b>Skilled Craft</b>	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Service/Maintenance</b>	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Total</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>57</b>

## WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION

### Aeronautics Division

Employment Data - 11/15/06 through 12/31/07

EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
<b>Officials/ Administrators</b>	1	0	0	0	0	0	0	0	0	0	1
%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	10.0%
<b>Professionals</b>	2	0	0	0	0	4	0	0	0	0	6
%	33.3%	0.0%	0.0%	0.0%	0.0%	66.7%	0.0%	0.0%	0.0%	0.0%	60.0%
<b>Technicians</b>	2	0	0	0	0	0	0	0	0	0	2
%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	20.0%
<b>Protective Service</b>	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Administrative Support</b>	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Skilled Craft</b>	0	0	0	0	0	1	0	0	0	0	1
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Service/Maintenance</b>	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Total</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>

# WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION

Billings District

Employment Data - 11/15/06 through 12/31/07

EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
<b>Officials/ Administrators</b>	0	0	0	0	0	1	0	0	0	0	1
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.4%
<b>Professionals</b>	16	0	0	0	0	55	0	0	1	0	72
%	22.2%	0.0%	0.0%	0.0%	0.0%	76.4%	0.0%	0.0%	1.4%	0.0%	30.1%
<b>Technicians</b>	9	0	1	0	1	25	0	1	0	2	39
%	23.1%	0.0%	2.6%	0.0%	2.6%	64.1%	0.0%	2.6%	0.0%	5.1%	16.3%
<b>Protective Service</b>	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Administrative Support</b>	6	0	0	0	0	1	0	0	0	0	7
%	85.7%	0.0%	0.0%	0.0%	0.0%	14.3%	0.0%	0.0%	0.0%	0.0%	2.9%
<b>Skilled Craft</b>	1	0	0	0	0	103	0	0	0	7	111
%	0.9%	0.0%	0.0%	0.0%	0.0%	92.8%	0.0%	0.0%	0.0%	6.3%	46.4%
<b>Service/Maintenance</b>	0	0	0	0	0	8	0	0	1	0	9
%	0.0%	0.0%	0.0%	0.0%	0.0%	88.9%	0.0%	0.0%	11.1%	0.0%	3.8%
<b>Total</b>	<b>32</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>193</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>9</b>	<b>239</b>

# WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION

Butte District

Employment Data - 11/15/06 through 12/31/07

EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
<b>Officials/ Administrators</b>	0	0	0	0	0	1	0	0	0	0	1
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.3%
<b>Professionals</b>	8	0	0	0	0	72	0	1	0	0	81
%	9.9%	0.0%	0.0%	0.0%	0.0%	88.9%	0.0%	1.2%	0.0%	0.0%	26.3%
<b>Technicians</b>	12	0	1	0	0	12	0	0	0	0	25
%	48.0%	0.0%	4.0%	0.0%	0.0%	48.0%	0.0%	0.0%	0.0%	0.0%	8.1%
<b>Protective Service</b>	3	0	0	0	0	24	0	0	0	0	27
%	11.1%	0.0%	0.0%	0.0%	0.0%	88.9%	0.0%	0.0%	0.0%	0.0%	8.8%
<b>Administrative Support</b>	4	0	0	0	0	0	0	0	0	0	4
%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.3%
<b>Skilled Craft</b>	5	0	0	0	0	146	0	1	0	3	155
%	3.2%	0.0%	0.0%	0.0%	0.0%	94.2%	0.0%	0.6%	0.0%	1.9%	50.3%
<b>Service/Maintenance</b>	1	0	0	0	0	13	0	0	0	1	15
%	6.7%	0.0%	0.0%	0.0%	0.0%	86.7%	0.0%	0.0%	0.0%	6.7%	4.9%
<b>Total</b>	<b>33</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>268</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>308</b>

# WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION

Director's Office

Employment Data - 11/15/06 through 12/31/07

EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
<b>Officials/ Administrators</b>	1	0	0	0	0	3	0	0	0	0	4
%	25.0%	0.0%	0.0%	0.0%	0.0%	75.0%	0.0%	0.0%	0.0%	0.0%	6.6%
<b>Professionals</b>	23	0	0	0	2	25	0	0	0	1	51
%	45.1%	0.0%	0.0%	0.0%	3.9%	49.0%	0.0%	0.0%	0.0%	2.0%	83.6%
<b>Technicians</b>	5	0	0	0	0	0	0	0	0	0	5
%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	8.2%
<b>Protective Service</b>	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Administrative Support</b>	1	0	0	0	0	0	0	0	0	0	1
%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.6%
<b>Skilled Craft</b>	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Service/Maintenance</b>	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Total</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>61</b>

## WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION

### Engineering Division

Employment Data - 11/15/06 through 12/31/07

EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
<b>Officials/ Administrators</b>	0	0	0	0	0	3	0	0	0	0	3
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.8%
<b>Professionals</b>	52	0	0	1	1	257	0	0	2	1	314
%	16.6%	0.0%	0.0%	0.3%	0.3%	81.8%	0.0%	0.0%	0.6%	0.3%	82.6%
<b>Technicians</b>	18	0	0	0	0	23	0	0	0	0	41
%	43.9%	0.0%	0.0%	0.0%	0.0%	56.1%	0.0%	0.0%	0.0%	0.0%	10.8%
<b>Protective Service</b>	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Administrative Support</b>	2	0	0	0	0	0	0	0	0	0	2
%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.5%
<b>Skilled Craft</b>	0	0	0	0	0	7	0	0	0	0	7
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	1.8%
<b>Service/Maintenance</b>	2	0	0	0	0	11	0	0	0	0	13
%	18.2%	0.0%	0.0%	0.0%	0.0%	84.6%	0.0%	0.0%	0.0%	0.0%	3.4%
<b>Total</b>	<b>74</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>301</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>380</b>

# WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION

Glendive District

Employment Data - 11/15/06 through 12/31/07

EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
<b>Officials/ Administrators</b>	0	0	0	0	0	1	0	0	0	0	1
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.4%
<b>Professionals</b>	8	0	0	0	0	57	0	0	1	6	72
%	11.1%	0.0%	0.0%	0.0%	0.0%	79.2%	0.0%	0.0%	1.4%	8.3%	27.2%
<b>Technicians</b>	7	0	0	0	0	17	0	0	0	1	25
%	28.0%	0.0%	0.0%	0.0%	0.0%	68.0%	0.0%	0.0%	0.0%	4.0%	9.4%
<b>Protective Service</b>	9	0	0	0	1	24	0	1	1	0	36
%	25.0%	0.0%	0.0%	0.0%	2.8%	66.7%	0.0%	2.8%	2.8%	0.0%	13.6%
<b>Administrative Support</b>	4	0	0	0	0	0	0	0	0	0	4
%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.5%
<b>Skilled Craft</b>	0	0	0	0	0	111	0	0	0	6	117
%	0.0%	0.0%	0.0%	0.0%	0.0%	94.9%	0.0%	0.0%	0.0%	5.1%	44.2%
<b>Service/Maintenance</b>	1	0	0	0	0	9	0	0	0	0	10
%	10.0%	0.0%	0.0%	0.0%	0.0%	90.0%	0.0%	0.0%	0.0%	0.0%	3.8%
<b>Total</b>	<b>29</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>219</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>13</b>	<b>265</b>



# WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION

Great Falls District

Employment Data - 11/15/06 through 12/31/07

EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
<b>Officials/ Administrators</b>	0	0	0	0	0	1	0	0	0	0	1
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.4%
<b>Professionals</b>	14	0	0	0	0	56	0	0	0	1	71
%	19.7%	0.0%	0.0%	0.0%	0.0%	78.9%	0.0%	0.0%	0.0%	1.4%	30.9%
<b>Technicians</b>	8	0	0	0	0	16	0	0	0	0	24
%	33.3%	0.0%	0.0%	0.0%	0.0%	66.7%	0.0%	0.0%	0.0%	0.0%	10.4%
<b>Protective Service</b>	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Administrative Support</b>	3	0	0	0	0	1	0	0	0	0	4
%	75.0%	0.0%	0.0%	0.0%	0.0%	25.0%	0.0%	0.0%	0.0%	0.0%	1.7%
<b>Skilled Craft</b>	2	0	0	0	1	104	1	1	1	10	120
%	1.7%	0.0%	0.0%	0.0%	0.8%	86.7%	0.8%	0.8%	0.8%	8.3%	52.2%
<b>Service/Maintenance</b>	3	0	0	0	0	7	0	0	0	0	10
%	30.0%	0.0%	0.0%	0.0%	0.0%	70.0%	0.0%	0.0%	0.0%	0.0%	4.3%
<b>Total</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>185</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>11</b>	<b>230</b>

# WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION

## Information Services Division

Employment Data - 11/15/06 through 12/31/07

EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
<b>Officials/ Administrators</b>	0	0	0	0	0	1	0	0	0	0	1
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	1.6%
<b>Professionals</b>	17	0	1	0	0	36	0	0	0	0	54
%	31.5%	0.0%	1.9%	0.0%	0.0%	66.7%	0.0%	0.0%	0.0%	0.0%	88.5%
<b>Technicians</b>	0	0	0	0	0	1	0	0	0	0	1
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	1.6%
<b>Protective Service</b>	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Administrative Support</b>	2	0	0	0	0	0	0	0	0	0	2
%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3.3%
<b>Skilled Craft</b>	0	0	0	0	0	3	0	0	0	0	3
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Service/Maintenance</b>	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Total</b>	<b>19</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>41</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61</b>

# WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION

## Maintenance Division

Employment Data - 11/15/06 through 12/31/07

EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
<b>Officials/ Administrators</b>	0	0	0	0	0	2	0	0	0	0	2
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	3.4%
<b>Professionals</b>	7	0	0	0	0	12	0	0	0	0	19
%	36.8%	0.0%	0.0%	0.0%	0.0%	63.2%	0.0%	0.0%	0.0%	0.0%	32.8%
<b>Technicians</b>	2	0	0	0	0	0	0	0	0	0	2
%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3.4%
<b>Protective Service</b>	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Administrative Support</b>	1	0	0	0	0	0	0	0	0	0	1
%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.7%
<b>Skilled Craft</b>	0	0	0	0	0	17	0	0	0	1	18
%	0.0%	0.0%	0.0%	0.0%	0.0%	94.4%	0.0%	0.0%	0.0%	5.6%	31.0%
<b>Service/Maintenance</b>	1	0	0	0	0	15	0	0	0	0	16
%	6.3%	0.0%	0.0%	0.0%	0.0%	93.8%	0.0%	0.0%	0.0%	0.0%	27.6%
<b>Total</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>46</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>58</b>

# WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION

Missoula District

Employment Data - 11/15/06 through 12/31/07

EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
<b>Officials/ Administrators</b>	0	0	0	0	0	1	0	0	0	0	1
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.3%
<b>Professionals</b>	26	0	0	0	0	73	0	0	1	1	101
%	25.7%	0.0%	0.0%	0.0%	0.0%	72.3%	0.0%	0.0%	1.0%	1.0%	32.6%
<b>Technicians</b>	14	0	0	1	0	19	1	0	0	0	35
%	40.0%	0.0%	0.0%	2.9%	0.0%	54.3%	2.9%	0.0%	0.0%	0.0%	11.3%
<b>Protective Service</b>	3	0	0	0	0	18	0	0	0	0	21
%	14.3%	0.0%	0.0%	0.0%	0.0%	85.7%	0.0%	0.0%	0.0%	0.0%	6.8%
<b>Administrative Support</b>	1	0	0	0	1	0	0	0	0	0	2
%	50.0%	0.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.6%
<b>Skilled Craft</b>	6	0	0	0	0	135	0	0	0	2	143
%	4.2%	0.0%	0.0%	0.0%	0.0%	94.4%	0.0%	0.0%	0.0%	1.4%	46.1%
<b>Service/Maintenance</b>	1	0	0	0	0	6	0	0	0	0	7
%	14.3%	0.0%	0.0%	0.0%	0.0%	85.7%	0.0%	0.0%	0.0%	0.0%	2.3%
<b>Total</b>	<b>51</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>252</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>310</b>

## WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION

### Motor Carrier Services Division

Employment Data - 11/15/06 through 12/31/07

EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
<b>Officials/ Administrators</b>	0	0	0	0	0	1	0	0	0	0	1
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	2.4%
<b>Professionals</b>	3	0	0	0	0	12	0	0	0	0	15
%	20.0%	0.0%	0.0%	0.0%	0.0%	80.0%	0.0%	0.0%	0.0%	0.0%	36.6%
<b>Technicians</b>	11	0	0	0	0	2	0	0	0	0	13
%	84.6%	0.0%	0.0%	0.0%	0.0%	15.4%	0.0%	0.0%	0.0%	0.0%	31.7%
<b>Protective Service</b>	1	0	0	0	0	11	0	0	0	0	12
%	8.3%	0.0%	0.0%	0.0%	0.0%	91.7%	0.0%	0.0%	0.0%	0.0%	29.3%
<b>Administrative Support</b>	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Skilled Craft</b>	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Service/Maintenance</b>	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Total</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>41</b>

# WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION

## Transportation Planning Division

Employment Data - 11/15/06 through 12/31/07

EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
<b>Officials/ Administrators</b>	1	0	0	0	0	0	0	0	0	0	1
%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.5%
<b>Professionals</b>	19	0	0	0	1	29	0	0	1	0	50
%	38.0%	0.0%	0.0%	0.0%	2.0%	58.0%	0.0%	0.0%	2.0%	0.0%	76.9%
<b>Technicians</b>	6	0	0	0	0	5	0	0	0	0	11
%	54.5%	0.0%	0.0%	0.0%	0.0%	45.5%	0.0%	0.0%	0.0%	0.0%	16.9%
<b>Protective Service</b>	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Administrative Support</b>	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Skilled Craft</b>	0	0	0	0	0	3	0	0	0	0	3
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	4.6%
<b>Service/Maintenance</b>	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Total</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>37</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>65</b>

NEW HIRES AGENCYWIDE ANALYSIS													
EEO-4 Job Category	Female						Male						Grand Total
	White	Black	Hisp	Asian/ Pacific	American Indian	Total Females	White	Black	Hisp	Asian/ Pacific	American Indian	Total Males	
Officials/ Administrators	0	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	19	0	0	0	0	19	26	0	0	0	0	26	45
Technicians	23	0	0	0	0	23	29	0	1	1	1	32	55
Protective Service	0	0	0	0	0	0	2	0	0	0	0	2	2
Paraprofessionals	0	0	0	0	0	0	0	0	0	0	0	0	0
Office/Clerical	16	0	0	0	0	16	1	0	0	0	0	1	17
Skilled Craft Works	1	0	0	0	0	1	62	0	0	0	7	69	70
Service/Maintenance	2	0	0	0	2	4	39	0	0	0	3	42	46
<b>Total</b>	<b>61</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>63</b>	<b>159</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>11</b>	<b>172</b>	<b>235</b>

TERMINATIONS AGENCYWIDE													
EEO-4 Job Category	Female						Male						Grand Total
	White	Black	Hisp	Asian/ Pacific	American Indian	Total Females	White	Black	Hisp	Asian/ Pacific	American Indian	Total Males	
Officials/ Administrators	0	0	0	0	0	0	3	0	0	0	0	3	3
Professionals	15	0	0	0	0	15	47	0	0	0	1	48	63
Technicians	14	0	0	0	1	15	10	0	0	0	3	13	28
Protective Service	0	0	1	0	0	1	7	0	0	0	0	7	8
Paraprofessionals	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	8	0	0	0	0	8	0	0	0	0	0	0	8
Skilled Craft	1	0	0	0	0	1	42	0	0	0	3	45	46
Service/Maintenance	0	0	0	0	0	0	4	0	0	0	0	4	4
<b>Total</b>	<b>38</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>40</b>	<b>113</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>120</b>	<b>160</b>

### TOTAL TRAINING HOURS ANALYSIS

EEO-4 Job Category	Female						Male						Grand Total
	White	Black	Hisp	Asian/ Pacific	American Indian	Total Females	White	Black	Hisp	Asian/ Pacific	American Indian	Total Males	
Officials/ Administrators	1,277	0	0	0	56	1,333	8,640	0	3	162	72	8,877	10,210
Professionals	9,770	0	0	110	32	9,911	32,116	0	61	429	572	33,177	43,088
Technicians	5,662	0	144	28	42	5,876	8,269	0	31	0	290	8,590	14,465
Protective Service	93	0	0	0	0	93	978	0	0	3	0	981	1,074
Paraprofessionals	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	406	0	3	0	13	422	60	0	0	0	0	60	482
Skilled Craft	677	0	0	0	3	680	20,966	63	126	12	741	21,907	22,587
Service/Maintenance	93	0	0	0	0	93	978	0	0	3	0	981	1,074
<b>Total Count</b>	17,976	0	147	138	146	18,406	72,006	63	220	609	1,674	74,571	92,977

	Number	Percent
<b>TOTAL MINORITIES =</b>	2,996	3.2%
<b>TOTAL FEMALES =</b>	18,406	19.8%

### TOTAL TRAINING PARTICIPANTS ANALYSIS

EEO-4 Job Category	Female						Male						Grand Total
	White	Black	Hisp	Asian/ Pacific	American Indian	Total Females	White	Black	Hisp	Asian/ Pacific	American Indian	Total Males	
Officials/ Administrators	25	0	0	0	1	26	188	0	1	1	1	191	217
Professionals	198	0	0	1	1	200	587	0	4	6	12	609	809
Technicians	138	0	4	2	1	145	131	0	1	0	4	136	281
Protective Service	7	0	0	0	0	7	53	0	0	1	0	54	61
Paraprofessionals	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	23	0	1	0	1	25	4	0	0	0	0	4	29
Skilled Craft	16	0	0	0	1	17	600	1	2	1	29	633	650
Service/Maintenance	7	0	0	0	0	7	53	0	0	1	0	54	61
<b>Total Count</b>	414	0	5	3	5	427	1,616	1	8	10	46	1,681	2,108

	Number	Percent
<b>TOTAL MINORITIES =</b>	78	3.7%
<b>TOTAL FEMALES =</b>	427	20.3%



NET CHANGES IN EMPLOYMENT AGENCY WIDE Report Period: 11/15/06 through 12/31/07 NOTE: Data represents IDENTIFIED Ethnic groups and females representing Permanent Full-Time Employees.																								
Ethnic Categories ⬇	AFRI. AMER./BLACKS				AMER. IND./ALSKN. NAT.				ASIANS				HISPANIC/LATINOS				WHITES				FEMALES			
EEO	FY 2006	FY 2007	Net Diff.	%	FY 2006	FY 2007	Net Diff.	%	FY 2006	FY 2007	Net Diff.	%	FY 2006	FY 2007	Net Diff.	%	FY 2006	FY 2007	Net Diff.	%	FY 2006	FY 2007	Net Diff.	%
Job Categories ⬇																								
Official/Administrators	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	16	19	3	18.8%	4	3	-1	-25.0%
Professionals	0	0	0	0.0%	15	15	0	0.0%	7	7	0	0.0%	3	3	0	0.0%	916	918	2	0.2%	215	226	11	5.1%
Technicians	1	1	0	0.0%	8	4	-4	-50.0%	1	1	0	0.0%	1	4	3	300.0%	232	226	-6	-2.6%	116	117	1	0.9%
Protect Svc. Wrk(NS)	0	0	0	0.0%	0	1	1	0.0%	1	1	0	0.0%	2	1	-1	-50.0%	89	93	0	4.5%	10	17	7	70.0%
Admin Support	0	0	0	0.0%	1	1	0	0.0%	0	0	0	0.0%	2	0	-2	-100.0%	23	32	9	39.1%	21	36	15	71.4%
Skilled Craft Wrkrs.	1	1	0	0.0%	31	30	-1	-3.2%	1	1	0	0.0%	2	2	0	0.0%	619	644	25	4.0%	14	21	7	50.0%
Svc./Maintenance	0	0	0	0.0%	0	1	1	0.0%	1	1	0	0.0%	0	0	0	0.0%	56	78	22	39.3%	7	9	2	28.6%
ALL EMPLOYEES	2	2	0	0.0%	55	52	-3	-5.5%	11	11	0	0.0%	10	10	0	0.0%	1951	2010	59	3.0%	387	429	42	10.9%
Employees who did not indicate a race/gender or listed as multi-racial were omitted from calculations																								
FY' 07 Perm FT Wrkfr.	2085							FY'06	FY'07	(+Gain / - Loss)						FY'06	FY'07	(+Gain / - Loss)						
FY' 06 Perm FT Wrkfr.	2029							1951	2010	59						387	429	42						
(+Gain / - Loss)	56							78	75	-3														

MDT had eight minorities leave their employment during the last year. Four stated personal reasons, 2 were voluntary, 1 listed other, and 1 deceased. While eight left employment, MDT recruited five new minority employees, for a net loss of three minorities.

MDT increase female employees by 42. Eleven of those were in the Professional category, which is an under-represented category in MDT's workforce.

## **Four-Fifth Rule Applications – Personnel Actions**

The following are analysis of personnel actions under the four-fifth rule. MDT compiled this information as it is required by FHWA HQ and the data was readily available.

However, because of the small number of minorities in our Agency, some of the statistics might be misrepresented. For instance, on the Personnel Transactions Category: PROMOTIONS spreadsheet, it shows that MDT had four Hispanic females. One of these was promoted, giving the category a 25% promotion rate. This caused all other categories to show adverse impact. Although no other category was promoted at a 25% rate, several employees were promoted. Therefore, adverse impact may not have occurred.

## New Hires: Four-Fifth Rule Application by Job Category

Time Period: 11/15/06 to 12/30/07

### Job Category: OFFICIALS/ADMINISTRATORS

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	0	0	0	0	0	0	0	0	0	0	0	0
Total Hires	0	0	0	0	0	0	0	0	0	0	0	0
Selection Rate	0	0	0	0	0	0	0	0	0	0	0	0
Ratio to Highest Rate												
4/5 Rule 80% of Base												
Adverse Impact (Yes/No)	N	N	N	N	N	N	N	N	N	N	N	N

### Job Category: PROFESSIONALS

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	386	228	372	216	8	2	2	1	1	9	3	0
Total Hires	26	19	26	19	0	0	0	0	0	0	0	0
Selection Rate	0.07	0.08	0.07	0.09	0	0	0	0	0	0	0	0
Ratio to Highest Rate	0.77	0.95	0.79	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4/5 Rule 80% of Base	< .80	> .80	< .80	1.00	< .80	< .80	< .80	< .80	< .80	< .80	< .80	
Adverse Impact (Yes/No)	Y	N	Y	N	Y	Y	Y	Y	Y	Y	Y	N

### Job Category: TECHNICIAN

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	161	149	147	140	0	2	2	0	4	1	8	6
Total Hires	32	23	29	23	0	0	1	0	1	0	1	0
Selection Rate	0.20	0.15	0.20	0.16	0	0	0.50	0	0.25	0	0.13	0
Ratio to Highest Rate	1.00	0.78	0.39	0.33		0.00	1.00		0.50	0.00	0.25	0.00
4/5 Rule 80% of Base		< .80	< .80	< .80		< .80			< .80	< .80	< .80	< .80
Adverse Impact (Yes/No)	N	Y	Y	Y	N	Y	Y	N	Y	Y	Y	Y

### Job Category: PROTECTIVE SERVICES

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	64	23	63	13	0	0	0	0	1	0	0	10
Total Hires	2	0	2	0	0	0	0	0	0	0	0	0
Selection Rate	0.03	0.00	0.03	0	0	0	0	0	0	0	0	0
Ratio to Highest Rate	0.98	0.00	1.00	0.00					0.00			0.00
4/5 Rule 80% of Base	1.00	< .80	< .80	< .80					< .80			< .80
Adverse Impact (Yes/No)	Y	Y	Y	Y	N	N	N	N	Y	N	N	Y

**Job Category: ADMINISTRATIVE SUPPORT**

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	53	252	51	21	1	2	0	3	1	0	0	10
Total Hires	1	16	1	16	0	0	0	0	0	0	0	0
Selection Rate	0.02	0.06	0.02	0.76	0	0	0	0	0	0	0	0
Ratio to Highest Rate	0.30	1.00	0.03	1.00	0.00	0.00		0.00	0.00			0.00
4/5 Rule 80% of Base	< .80		< .80		< .80	< .80		< .80	< .80			< .80
Adverse Impact (Yes/No)	Y	N	Y	N	Y	Y	N	Y	Y	N	N	Y

**Job Category: SKILLED CRAFT**

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	187	5	171	5	0	0	1	0	0	0	15	0
Total Hires	69	1	62	1	0	0	0	0	0	0	7	0
Selection Rate	0.37	0.20	0.36	0.20	0	0	0	0	0	0	0.47	0
Ratio to Highest Rate	1.00	0.54	0.78	0.43			0.00				1.00	
4/5 Rule 80% of Base		< .80	< .80	< .80			< .80					
Adverse Impact (Yes/No)	N	Y	Y	Y	N	N	Y	N	N	N	N	N

**Job Category: SERVICE MAINTENANCE**

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	173	11	166	9	0	0	1	0	0	0	6	2
Total Hires	42	4	39	2	0	0	0	0	0	0	3	2
Selection Rate	0.24	0.36	0.23	0.22	0	0	0.00	0	0	0	0.50	1.00
Ratio to Highest Rate	0.67	1.00	0.23	0.22			0.00				0.50	1.00
4/5 Rule 80% of Base	< .80		< .80	< .80			< .80				< .80	
Adverse Impact (Yes/No)	Y	N	Y	Y	N	N	Y	N	N	N	Y	N

\*Excludes temporary hires.

### Promotions - Four-Fifth Rule Application by Job Category

Time Period: 11/15/06 to 12/30/07

#### Job Category: OFFICIALS/ADMINISTRATORS

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	16	3	16	3	0	0	0	0	0	0	0	0
Total Promotions	0	0	0	0	0	0	0	0	0	0	0	0
Selection Rate												
Ratio to Highest Rate												
4/5 Rule 80% of Base												
Adverse Impact (Yes/No)	N	N	N	N	N	N	N	N	N	N	N	N

#### Job Category: PROFESSIONALS

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	717	226	698	220	0	0	2	1	6	1	11	4
Total Promotions	30	2	30	2	0	0	0	0	0	0	0	0
Selection Rate	0.04	0.01	0.04	0.01			0	0	0	0	0	0
Ratio to Highest Rate	1.00	0.21	1.00	0.21			0.00	0.00	0.00	0.00	0.00	0.00
4/5 Rule 80% of Base				< .80			< .80	< .80	< .80	< .80	< .80	< .80
Adverse Impact (Yes/No)	N	Y	N	Y	N	N	Y	Y	Y	Y	Y	Y

#### Job Category: TECHNICIAN

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	125	111	120	106	1	0	1	3	0	1	3	1
Total Promotions	12	10	12	9	0	0	0	1	0	0	0	0
Selection Rate	0.10	0.09	0.10	0.08	0.00		0.00	0.33		0.00	0.00	0.00
Ratio to Highest Rate	1.00	1.00	0.30	0.25	0.00		0.00	1.00		0.00	0.00	0.00
4/5 Rule 80% of Base			< .80	< .80	< .80		< .80	> .80		< .80	< .80	< .80
Adverse Impact (Yes/No)	N	N	Y	Y	Y	N	Y	N	N	Y	Y	Y

#### Job Category: PROTECTIVE SERVICE

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	79	17	77	16	0	0	1	0	1	0	0	1
Total Promotions	1	1	1	1	0	0	0	0	0	0	0	0
Selection Rate	0.01	0.06	0.01	0.06			0.00		0			0.00
Ratio to Highest Rate	0.22	1.00	0.21	1.00			0.00					0.00
4/5 Rule 80% of Base			< .80	> .80			< .80					< .80
Adverse Impact (Yes/No)	N	N	Y	N	N	N	Y	N	N	N	N	Y

**Job Category: ADMINISTRATIVE SUPPORT**

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	5	28	5	27	0	0	0	0	0	0	0	1
Total Promotions	2	16	2	16	0	0	0	0	0	0	0	0
Selection Rate	0.40	0.57	0.40	0.59								0.00
Ratio to Highest Rate	0.70	1.00	0.68	1.00								0.00
4/5 Rule 80% of Base	< .80		< .80									< .80
Adverse Impact (Yes/No)	Y	N	Y	N	N	N	N	N	N	N	N	Y

**Job Category: SKILLED CRAFT**

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	663	15	630	14	1	0	2	0	1	0	29	1
Total Promotions	53	2	52	2	0	0	0	0	0	0	1	0
Selection Rate	0.08	0.13	0.08	0.14	0.00		0.00		0.00		0.03	0.00
Ratio to Highest Rate	0.60	1.00	0.58	1.00	0.00		0.00		0.00		0.24	0.00
4/5 Rule 80% of Base	< .80		< .80		< .80		< .80		< .80		< .80	< .80
Adverse Impact (Yes/No)	Y	N	Y	N	Y	N	Y	N	Y	N	Y	Y

**Job Category: SERVICE MAINTENANCE**

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	71	9	69	9	0	0	0	0	1	0	1	0
Total Promotions	29	2	28	2	0	0	0	0	0	0	1	0
Selection Rate	0.41	0.22	0.41	0.22					0.00		1.00	
Ratio to Highest Rate	1.00	0.54	0.41	0.22					0.00		1.00	
4/5 Rule 80% of Base	.00	< .80	< .80	< .80					< .80		> .80	
Adverse Impact (Yes/No)	N	Y	Y	Y	N	N	N	N	Y	N	N	N

\*Excludes temporary promotions.

### Terminations - Four-Fifth Rule Application by Job Category

Time Period: 11/15/06 to 12/30/07

#### Job Category: OFFICIALS/ADMINISTRATORS

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	16	3	16	3	0	0	0	0	0	0	0	0
Total Termination	3	0	3	0	0	0	0	0	0	0	0	0
Number Retained	13	3	13	3	0	0	0	0	0	0	0	0
Retention Rate	81.25%	100.00%	81.25%	100.00%								
Ratio to Highest Rate	0.81	1.00	0.81	1.00								
4/5 Rule 80% of Base	> .80	> .80	> .80	> .80								
Adverse Impact (Yes/No)	N	N	N	N	N	N	N	N	N	N	N	N

#### Job Category: PROFESSIONALS

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	717	226	698	220	0	0	2	1	6	1	11	4
Total Termination	48	15	47	15	0	0	0	0	0	0	1	0
Number Retained	669	211	651	205	0	0	2	1	6	1	10	4
Retention Rate	93.31%	93.36%	93.27%	93.18%			100.00%	100.00%	100.00%	100.00%	90.91%	100.00%
Ratio to Highest Rate	1.00	1.00	0.93	0.93			1.00	1.00	1.00	1.00	0.91	1.00
4/5 Rule 80% of Base	> .80	> .80	> .80	> .80			> .80	> .80	> .80	> .80	> .80	> .80
Adverse Impact (Yes/No)	N	N	N	N	N	N	N	N	N	N	N	N

#### Job Category: TECHNICIAN

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	125	111	120	106	1	0	1	3	0	1	1	3
Total Termination	13	15	10	14	0	0	0	0	0	0	3	1
Number Retained	112	96	110	92	1	0	1	3	0	1	-2	2
Retention Rate	89.60%	86.49%	91.67%	86.79%	100.00%		100.00%	100.00%		100.00%	-200.00%	66.67%
Ratio to Highest Rate	1.00	0.97	0.92	0.87	1.00		1.00	1.00		1.00	-2.00	0.67
4/5 Rule 80% of Base		> .80	> .80	> .80	> .80		> .80	> .80		< .80	< .80	< .80
Adverse Impact (Yes/No)	N	N	N	Y	N	N	N	N	N	Y	Y	Y

#### Job Category: PROTECTIVE SERVICES

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	79	17	77	16	0	0	1	0	1	0	0	1
Total Termination	7	1	7	0	0	0	0	0	1	0	0	0
Number Retained	72	16	70	16	0	0	1	0	1	0	0	1
Retention Rate	91.14%	94.12%	90.91%	100.00%			100.00%		100.00%			100.00%
Ratio to Highest Rate	96.84%	100.00%	90.91%	100.00%			100.00%		100.00%			100.00%
4/5 Rule 80% of Base	> .80	> .80	> .80	> .80			> .80		> .80			> .80
Adverse Impact (Yes/No)	N	N	N	N	N	N	N	Y	N	N	N	N

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	5	28	5	27	0	0	0	0	0	0	0	1
Total Termination	0	8	0	8	0	0	0	0	0	0	0	0
Number Retained	5	20	5	19	0	0	0	0	0	0	0	1
Retention Rate	100.00%	71.43%	100.00%	70.37%								100.00%
Ratio to Highest Rate	100.00%	71.43%	100.00%	70.37%								100.00%
4/5 Rule 80% of Base	> .80	< .80	> .80	< .80								> .80
Adverse Impact (Yes/No)	N	Y	N	Y	N	N	N	N	N	N	N	N

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## APPLICATION OF FOUR-FIFTH RULE ANALYSIS

**Personnel Transactions Category: NEW HIRES**

**Report Period: 11/15/2006 - 12/30/2007**

Race Category	Total Applicants	Total Hires	Selection Rate	Ratio to Highest Rate	4/5 Rule 80% of Base of Base	Adverse Impact
White Males	970	157	16.19%	0.47	< .80	Y
Black Males	9	0	0.00%	0.00	< .80	Y
Hispanic Males	6	1	16.67%	0.48	< .80	Y
Asian/Pacific Males	7	1	14.29%	0.42	< .80	Y
American Indian Males	32	11	34.38%	1.00	> .80	N
White Females	620	59	9.52%	0.28	< .80	Y
Black Females	6	0	0.00%	0.00	< .80	Y
Hispanic Females	4	0	0.00%	0.00	< .80	Y
Asian/Pacific Females	10	0	0.00%	0.00	< .80	Y
American Indian Females	28	2	7.14%	0.21	< .80	Y
Total Males	1024	170	16.60%	1.00	> .80	N
Total Females	668	61	9.13%	0.55	< .80	Y

**Personnel Transactions Category: PROMOTIONS**

**Report Period: 11/15/06 - 12/30/07**

Race Category	Total Workforce	Total Promotions	Promotion Rate	Ratio to Highest Rate	4/5 Rule 80% of Base of Base	Adverse Impact
White Males	1615	124	7.68%	0.31	< .80	Y
Black Males	2	0	0.00%	0.00	< .80	Y
Hispanic Males	6	0	0.00%	0.00	< .80	Y
Asian/Pacific Males	9	0	0.00%	0.00	< .80	Y
American Indian Males	44	3	6.82%	0.27	< .80	Y
White Females	395	33	8.35%	0.33	< .80	Y
Black Females	0	0	0.00%	0.00		N
Hispanic Females	4	1	25.00%	1.00	> .80	Y
Asian/Pacific Females	2	0	0.00%	0.00	< .80	Y
American Indian Females	8	0	0.00%	0.00	< .80	Y
Total Males	1676	127	7.58%	0.91	> .80	Y
Total Females	409	34	8.31%	1.00	> .80	N

Personnel Transactions Category: TRAINING						
Report Period: 11/15/06 - 12/30/07						
Race Category	Total Workforce	Total Participants	Training Rate	Ratio to Highest Rate	4/5 Rule 80% of Base of Base	Adverse Impact
White Males	1615	1615	100.00%	1.00	> .80	N
Black Males	2	1	50.00%	0.50	< .80	Y
Hispanic Males	6	6	100.00%	1.00	> .80	N
Asian/Pacific Males	9	9	100.00%	1.00	> .80	N
American Indian Males	44	44	100.00%	1.00	> .80	N
White Females	395	395	100.00%	1.00	> .80	N
Black Females	0	0	0.00%	0.00	> .80	N
Hispanic Females	4	4	100.00%	1.00	> .80	N
Asian/Pacific Females	2	2	100.00%	1.00	> .80	N
American Indian Females	8	5	62.50%	0.63	< .80	Y
Total Males	1676	1675	99.94%	1.00	> .80	N
Total Females	409	406	99.27%	0.99	> .80	Y

Personnel Transactions Category: TERMINATIONS							
Report Period: 11/15/06 - 12/30/07							
Race Category	Total Workforce	Total Terminations	Number Retained	Retention Rate	Ratio to Highest Rate	4/5 Rule 80% of Base of Base	Adverse Impact
White Males	1615	113	1502	93.00%	0.93	> .80	N
Black Males	2	0	2	100.00%	1.00	> .80	N
Hispanic Males	6	0	6	100.00%	1.00	> .80	N
Asian/Pacific Males	9	0	9	100.00%	1.00	> .80	N
American Indian Males	44	7	37	84.09%	0.84	> .80	N
White Females	395	38	357	90.38%	0.90	> .80	N
Black Females	0	0	0	0.00%	0.00		N
Hispanic Females	4	1	3	75.00%	0.75	< .80	Y
Asian/Pacific Females	2	0	2	100.00%	1.00	> .80	N
American Indian Females	8	1	7	87.50%	0.88	> .80	N
Total Males	1676	120	1556	92.84%	1.00	> .80	N
Total Females	409	40	369	90.22%	0.97	> .80	N